



Haitian Community Outreach Coordinator

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social service organization dedicated to fostering and improving the social, cultural, economic, and civic lives of immigrants and their families. Through collaborations and partnerships, QARI provides culturally competent services, such as workforce development, adult education programs, youth development, and cultural events as well as information and referrals to public or other community partners. We are seeking a candidate with passion in community work to join our team and help our immigrant clients to succeed through QARI's services and programs.

Under the direction of the Family & Community Services team, the Haitian Community Outreach Coordinator will serve as a liaison between QARI and the Haitian community in Quincy, Randolph, and Greater Boston. The Coordinator will provide translation services and outreach to youth and families, and will work with local public schools to support English Language Learner (ELL) families. This includes providing language translation in school meetings with parents as well as translated flyers, information, and other outreach materials as needed (i.e. SNAP and healthcare information, referrals to English classes, citizenship classes, etc). Candidates must be fluent (speaking, reading and writing) in both English and Haitian Creole.

FLSA Status: Non-Exempt

Hours/Week Category: Part Time

Reports To: Integrated Services Lead, Family & Community Services

Responsibilities:

- Act as a communication link between families and schools and other agencies, providing translation and interpretation as needed for families to better understand students' academic options and other available resources.
- Provide clear and objective information to families with explanations in their primary language or English to ensure that families can make informed decisions about their student's academic and support services.
- Support youth mentoring programs and identify new program opportunities and partners to support youth development.
- Support special events as needed, such as youth forums or volunteer activities.
- Assist in coordinating and implementing EL parent advisory councils to encourage participation among Haitian Creole speaking immigrant parents.
- Participate in the implementation of district-wide family engagement activities.
- Provide integrated client services, including referrals to QARI programs and other community resources such as SNAP, housing, and healthcare applications.
- Support food security, social justice, and health outreach initiatives to identify client needs, available resources, and barriers to services.
- Additional duties as assigned.

Skills & Qualifications:

- Required bilingual candidate, including oral and written proficiency, in English and Haitian Creole.
- Bachelor's degree or related. Additional work experience may be substituted for a degree.
- Demonstrated sensitivity to and understanding of the diverse socioeconomic, cultural, and ethnic background of the community served.
- Excellent communication, organizational and problem-solving skills.
- Community member who is familiar with the South Shore/Greater Boston and aware of resources available to immigrant youth and families.
- Demonstrated use of technology and online applications (GSuite, Google Meet/Drive, Zoom)
- Knowledge of and experience working in multicultural settings.
- Flexible schedule--some evenings and school vacation days based on students' needs as agreed upon by the Manager.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Interested applicants should submit their cover letter and resume to Human Resources at hr@quincyasianresources.org and emilycanner@quincyasianresources.org.

Company website: www.quincyasianresources.org