



Friends of Refugees

ROLE: Intern/Classroom Assistant

STATUS: Part-time (approximately 8-10 hours/week), unpaid

LOCATION: Hybrid (approximately 8 hours onsite and 2 hours remote/per week)

DIRECT SUPERVISOR: Parwana Teacher

LAST UPDATED: January 15, 2025

Position Purpose:

Parwana: English for Women is an English language and literacy program specifically designed for preliterate refugee women in Clarkston, Georgia. The program provides an entryway into schooling and the learning of English for those who might otherwise never attend English classes.

Parwana: English for Women seeks a part-time Intern/Classroom Assistant who will serve alongside the Program Director and Teacher to support daily teaching and learning, general administrative functions, and classroom volunteers.

Essential Job Functions:

Assist in Classroom (70%):

- Support the teaching of English and literacy to refugee women for 8-10 hours, 3 days per week (Tuesday-Thursday)
- Support classroom volunteers in their roles and act as a liaison between Teacher and volunteers
- Collaborate with Program Director and Teacher on student assessment, lesson planning, and program documentation as needed
- Help to create and nurture a safe and supportive classroom community for students

General Program Administration (30%):

- Work with Program Director and Teacher to organize, maintain, and update student records and files and essential program data
- Record/Input student data (such as attendance and grades) using Google Suite applications, Airtable, and Microsoft Office applications as needed
- Work with Program Director and Teacher to communicate program purposes and plans effectively with volunteers, guests, and other FOR staff
- Model cultural responsiveness and respect for all people, regardless of ethnicity, nationality, gender, socioeconomic status, age, or religion

Competencies

The Intern/Classroom Assistant should demonstrate competence in the following:

- Awareness of and support for Parwana’s vision and values, along with Friends of Refugees’ overall vision, mission, and values
- Passion for empowering and educating women
- Excellent interpersonal skills
- Strong communication skills
- Sensitivity to multilingual, multicultural students and a personal commitment to diversity, equity, belonging, and inclusion
- Respect for all people, regardless of race, nationality, gender, faith, age, political affiliation, etc.

Experience and Qualifications

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- Proficiency with computer technology, AirTable, Google Suite and/or Microsoft Office applications, required
- Ability to stand during instructional hours and to climb stairs, required
- Experience and knowledge of a second or foreign language, Dari/Pashto preferred
- Classroom teaching experience, preferred
- Knowledge of and experience incorporating social and emotional learning (SEL) and trauma-informed practices, preferred

Equal Employment Opportunity

Friends of Refugees is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.