

SERVICE-LEARNING YELLOW PAGES PLACEMENT SITE

Updated: 7/6/23

Name of Agency: Diocese of Olympia Refugee Resettlement Office

Volunteer Site Address: 515 B Street NE, Auburn, WA 98002

Mailing Address: Same as above

Agency Hours: Monday-Friday 9am-5pm

Contact: Jessie Hansen

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Website: www.rroseattle.org

BEST WAY TO APPLY (phone, e-mail, drop-in): email

Agency Description:

Founded in 1978, Diocese of Olympia's Refugee Resettlement Office (RRO), an affiliate of Episcopal Migration Ministries and the Episcopal Diocese of Olympia, serves refugees and asylees in the Seattle area. Our clients come to us from anywhere in the world seeking guidance and assistance in building a new life in America and achieving economic self-sufficiency. Our mission is accomplished through resettlement, job placement activities, and business development programs that promote self-employment.

Position Descriptions:

Resettlement Assistant

Resettlement will assist case managers with the day to day activities at the office (such as making files, office organization and clean up), as well as directly impacting the lives of refugees that come through our resettlement program. These activities will include: apartment set-up, gathering household supplies, applying for social services, school enrollment etc.

Employment Specialist Assistant

Work one on one with refugees to help them find jobs. You will help search for jobs online, complete applications, and develop and edit resumes. In the process you will help refugees build computer proficiency and learn about workplace culture. ***Possible to do remotely***

Micro-Enterprise Assistant

Work with our micro-enterprise clients to help make their business a reality. With coaching from our micro-e staff, develop a questionnaire to help clients find a location that will work well for their business. In addition, assist with small business trainings that provide valuable knowledge to immigrants in the greater Seattle area.

ESL Tutor

Work in a classroom setting and assist students in completing assignments and practicing English conversation skills. Volunteers will work one-on-one with students that need extra help learning to read, write and speak English. ***Possible to do remotely***

Days and hours students can serve in this position:

Monday-Friday 9am-5pm. Some weekend or evening events are possible too.

Minimum time commitment required of volunteers:

10 hours

What qualities, abilities and skills are important to your agency?

Flexibility, good communication, ability to work well with people from other cultures

Is volunteer orientation provided? Yes, takes place in person at Auburn office.

Length of time students should budget for it: 1 hour

Is volunteer training provided? Yes

Length of time students should budget for it: Depending on the position, about two 2 hours

Is on-site supervision provided? Yes

Number of Service-Learning position available per quarter: 4

**Please return to: Service-Learning Program, Seattle Central College,
1701 Broadway, BE1117, Seattle, WA 98122**