

המרכז לקידום פליטים אפריקאים  
African Refugee Development Center

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## Education Caseworker

**Hours/week:** 14 hours per week (minimum) 9 am - 4 pm (Sun) & 11 am - 6 pm (Wed)  
**Reports to:** Higher Education Coordinator, Program Manager  
**Location:** South Tel Aviv, HaSharon 4

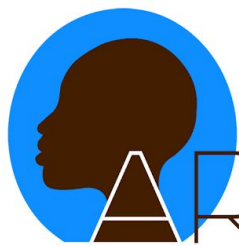
***\*Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance\****

**Organization and Program Background:** The African Refugee Development Center is a grassroots, community-based non-profit organization that was founded in 2004 by African asylum-seekers and Israelis in order to protect, assist, and empower asylum-seekers in Israel. It has evolved over time to fit the ever-changing needs of the community, from its start as a shelter when asylum-seekers began arriving, to legal aid and rights empowerment, to language courses, and now, our biggest program is the Higher Education and Economic Inclusion program.

The purpose of the Education & Economic Inclusion program is to provide African refugees and asylum seekers access to opportunities to acquire educational, personal and professional skills and knowledge, which will help contribute to their social and economic development, and the ability to live life in line with their aspirations. Through the provision of support and guidance, outreach, grants and scholarships, non-accredited and accredited courses, The ARDC aims to widen and facilitate access to education. This creates a path for upward social and economic mobility and enables the process of integration and inclusion in the labor market.

In particular, the ARDC supports refugee and asylum seeker adults by providing access to educational programs, either through programs run at ARDC or educational institutions. Our programs including Language Courses, Pre-Academic Courses (such as GED & TOEFL), Individual assistance applying to university or other institutions/scholarships, professional development workshops & assistance, and skills-based courses (such as coding). We also support students through the ARDC Tutoring Program.

**Scope of Position:** Education Caseworkers work with clients interested in furthering their educational development, pursuing university degrees, vocational and/or technical training, and scholarships. Each caseworker has a caseload of about 30 clients and will continuously work with schools in Israel, abroad and online. In addition, Caseworkers assist with the development and coordination of educational programs (depending on programs available at the time of the internship).



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**Main Responsibilities:**

- Facilitate the application process by advising students in finding educational options and programs in Israel and abroad suited to their needs and interests, and helping to complete the forms.
- Help organize and arrange necessary document verification and tests
- Maintain active communication with clients to assist them with accessing information and answering questions.
- Locate and secure scholarship funds for students
- Assistance with administrative tasks.
- Maintain communication with alumni clients to ensure success and respond to any challenges
- Facilitate new partnerships with schools and embassies through research & outreach.
- Attend ARDC Reception hours and assist clients on a walk-in basis.
- Act as an ambassador for workshops, trainings and informational events
- Assist with contacting clients, coordinating workshops and programs, including creating advertisements, registering students and outreach.

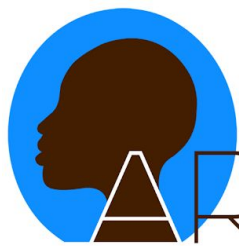
**Skills, Knowledge, Abilities:**

- Comfortable working with refugees and asylum seekers from a variety of backgrounds, including those with limited formal education and/or literacy skills
- Fluent English is mandatory, Hebrew is an advantage, Arabic is an advantage. This is because many of the students speak English, and others speak Hebrew.
- Think independently and think on your feet.
- Ability to adapt to changing situations, comfortable working in a fast-paced, demanding environment
- Ability to work both independently and as part of a team
- Responsible, flexible, and dedicated

**Notes:**

- The ARDC has two open days a week (Sunday 9 am - 4 pm; Wednesday (11 - 6 pm), whereby community members may come to ARDC to ask questions, seek advice, and more. As a caseworker, part of your responsibility is assisting with this.
- We require caseworkers to bring a laptop with them.
- The dress code is casual, professional and modest.

Please complete this [Volunteer Form](#), including your resume. For questions, please email [info@ardc-israel.org](mailto:info@ardc-israel.org)



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