

המרכז לקידום פליטים אפריקאים  
African Refugee Development Center

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## Tutoring Program Coordinator

**Time Commitment:** 4 months minimum  
**Hours/week:** 14+ hours per week  
**Reports to:** Education Program Manager  
**Location:** HaSharon 4, South Tel Aviv (The work will be completed remotely due to Covid-19)

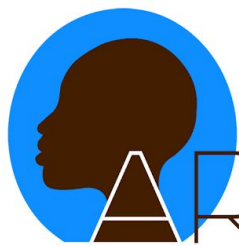
**\*Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance**

**Organisation 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, which aims to match students with a volunteer tutor to prepare for exams, provide extra educational assistance, upskill and more.

**Scope of Position:** The Tutoring Coordinator oversees the tutoring program, recruits tutors and matches them with students according to students' needs. He/She acts as the main ARDC contact for teachers and students in the program. The Tutoring Coordinator responds to



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students' needs, including meeting with the students and speaking with them. The Tutoring Coordinator also recruits and interviews the potential tutors, in order to assess suitability and decide which students to match the volunteer tutor with. As such, it is a very important role within the organisation. The tutoring coordinator is also responsible for maintaining ARDC's data collecting platforms and ensuring all information is up to date.

## **Skills, Knowledge, Abilities:**

- Strong computer and administrative skills and ability to continually update our databases.
- Strong ability to communicate with people from different backgrounds (both students and tutors) with an attention to detail.
- 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
- Ability to adapt to changing situations, comfortable working in a fast-paced, demanding and dynamic environment which involves multi-tasking
- Ability to work both independently and as part of a team
- Responsible, flexible, and dedicated
- Social media abilities - in order to reach out to tutors

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