

FORA WORK STUDY ADMINISTRATIVE FELLOW

Employer Name and Location: Forging Opportunities for Refugees in America (“FORA”), 6431 N. California Ave., Chicago, IL 60637

Position Title: Administrative Fellow

Salary: \$15.40 an hour

Job duration: One semester or for a full academic year. Start date is negotiable, starting from August 29, 2022. Administrative fellows must commit to at least 8 hours per week for at least one semester, and all hours worked must take place in-person between 9:30 a.m. and 4:30 p.m. (specific hours to be determined during the interview/onboarding process).

General Position description: Administrative fellows will work under the supervision and direction of staff members in the areas of administration, program development and implementation, outreach and communications, data collection and analysis, recruitment, and more.

Philosophy: We are a community, and we invest in each other every day. We want our educational fellows to have robust experiences at FORA and to help them on their journey as they search for and discover their life calling. We elevate people who show talent and dedication, regardless of age or resume. For example, a FORA volunteer college intern was hired full time after graduating to the job of Director of Outreach. Within months on the job, she was elevated to Chief of Staff despite being the youngest person on staff.

Work location: We have two locations, both of which are within one block from the corner of N. California Ave. and W. Devon Ave in West Ridge, right up the road from Loyola (a 15 minute ride on the 155 bus).

Minimum skills and qualifications: Must be current Loyola work-study students. We value patience, kindness, wellness, intercultural connection, a passion for learning and a determined resilience... and modeling these values for others. If the Work Study student will have any contact with FORA's students, they will need to undergo a formal background check.

Learning Outcomes, Objectives, and Duties:

Student fellows will learn how to view and deliver services through a social justice lens that values not only solidarity but also subsidiarity and sustainability. Student fellows will become also familiar with and involved in the inner workings of a quickly growing grassroots nonprofit, through working on the “behind the scenes” aspects of running the organization.

How To Apply: To apply, please submit an application at <https://www.refugeefora.org/workstudy> . If you have any questions about this position or would like to set up a Zoom call or in-person meeting to learn more, please contact Julianna Larson, Chief Outreach Officer, at giulianna@refugeefora.org