



## **American Baptist Home Mission Societies is looking for a part-time Liaison for Afghan Refugees**

The ABHMS *Liaison for Afghan Refugees* is responsible for engaging and supporting American Baptist efforts to resettle Afghani refugees. This initiative is part of the Afghan Placement and Assistance (APA) Program of Church World Services (CWS); and is managed by the ABHMS taskforce on Refugees. The *Liaison for Afghan Refugees* is a 1-year contract available immediately. The contractor will serve as a liaison between Afghan refugees in the APA program, host families, ABC churches, CWS and ABHMS.

The primary staff contact for the Liaison for Afghan Refugees is the Rev. Rothangi Chhange.

### **Key Duties and Job Responsibilities**

- Serve as a liaison among Afghani communities and assist in networking and relationship building with host churches (approximately 20-30 families), ABHMS and CWS.
- Provide information on how churches can become sponsors. Connect churches to CWS' "Welcoming Afghans – Community Sponsorship" program.
- Maintain up-to-date self-education about resettlement and integration programs and develop specific expertise in the APA Program and community sponsorship, especially co-sponsorship.
- Respond to phone calls, emails, and inquiries regarding church sponsorship or ministry outreach to newly resettled Afghani families.
- Keep an accurate data log of host churches and the contact information of main/lead person of the host church and follow-up with host churches on a regular basis.
- Develop and maintain information of Afghani sponsored families for ABHMS records. Follow-up with churches on a regular basis.
- In collaboration with CWS and host churches, keep informed about refugee and immigrant issues, and available services to clients, using current information to better identify and serve refugee clients.
- Assist in developing an online resource packet for host churches.
- Assist host churches in identifying English Second Language (ESL) or social service resources within their communities.
- Work with CWS to keep abreast of current and pending arrivals of Afghani families and assist in encouraging church involvement in ministering to new arrivals.
- Provide updates and report of needs and challenges on regular basis.

### **Experience and Qualifications**

- Bachelor's or MA degree in social work or relevant field.
- Experience with refugee and/or an immigrant population essential.
- Knowledge of particular needs of refugee and/or new immigrants.
- Experience serving as CWS host family or serving in a leadership role of a refugee host church.
- Highly relational with proven ability to work in a collaborative and cross-cultural environment.

- Self-motivated, ability to set goals and manage time, yet be flexible to changes on the ground and shift priorities when needed.
- Strong interpersonal and diplomacy skills; ability to work effectively with partners and teams.
- Computer literate with capability in Office 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams) and related business and social media tools.
- Knowledge of American Baptist churches, regions, ABHMS, other national ABC entities and ecumenical partners like Church World Service.
- Occasional travel, if necessary.
- Work 10 hours per week, 40 hours a month.

### **About ABHMS**

Founded in 1832, ABHMS has a long history of meeting human needs and empowering individuals, institutions, churches, and communities to share faith, concern, and resources to improve the quality of life for all people. American Baptist Home Mission Societies partners with American Baptists in answering God's call to promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities. ABHMS serves as a public witness and advocate on behalf of refugees and immigrants, as well as those living in poverty, victims of disasters, and much more.

### **To Apply**

This contract will begin as soon as possible. If interested, please send:

1. A Cover Letter
2. Current Resumé
3. A 2-3 minute video indicating your passion for working with refugees and new immigrants. Send requested information to [HRMatters@abhms.org](mailto:HRMatters@abhms.org)

This is a contract, maximum of 1 year. Contract provides for \$25/hour; 10 hours per week. Approved travel expenses will be provided, if and when deemed necessary. Contractor can be remotely located and is not required to work from the ABHMS corporate offices in King of Prussia, PA.