



Welcome Home Program Director

Mission

Restoring Dignity is a grassroots organization that advocates for housing equity for Omaha's refugee communities through education, partnership, and empowerment. We teach life-changing, one-of-a-kind in-home classes that help families thrive in their new homes and new country. In addition, we provide housing advocacy and emergency crisis support to those who have fled war, violence, and persecution in their home countries.

Job Purpose

To lead the Welcome Home Program and ensure its success.

Job Description

The Welcome Home Program Director leads one of the most innovative refugee education programs in the United States. This role oversees a team of almost a dozen refugee Family Educators; manages the operations of three in-home education programs (Healthy Home, Home/Fire Safety, and Home Owners Maintenance Education "HOME"); oversees data systems; and represents the program through public speaking and community partnerships.

This position plays a core leadership role in bringing Restoring Dignity's nationally unique curriculum to scale, including the current expansion of all classes into 14

languages, full curriculum optimization, and the transition to an open-source national model made possible through a recent grant.

The Welcome Home Program transforms lives. Since launching our multi-class model in 2019, more than 15,268 people have been served across our Healthy Home, Fire Safety, and HOME classes. Families consistently express that these classes prevent safety hazards, save money, reduce stress, and empower them with skills no one ever taught them before arriving in the United States.

Who are we looking for?

We are looking for a person who is great at managing a team, isn't afraid of data, and enjoys being in a fast-paced environment that changes often and provides frequent opportunities for problem solving. This person is the front-facing person for this program, and will enjoy networking, going to community events, and speaking publicly about the program. We are looking for someone who is organized and enjoys working with people, with the goal of improving housing and living conditions for Omaha's refugee communities. We have big dreams for this program, including location and curriculum expansion, and we need someone who is excited for a challenge and likes working toward positive change. This person must be able to work compassionately with a multilingual and multiethnic team, respecting each individuals' culture, religion, and background.

Key Responsibilities

Leadership and Program Management

- Lead and manage a team of 11 Family Educators, supporting a healthy, collaborative, and culturally responsive department.
- Monitor weekly educator schedules and caseload distribution, as well as ensure coverage for all 17+ languages taught across the program.

- Provide hands-on supervision, class observation, coaching, and continuous quality improvement.
- Train all new Family Educators in program methodology, curriculum fidelity, safety protocols, and relationship-building with families.
- Lead the hiring process for new Family Educators, ensuring that each addition to our team is a good fit for our organization and the community we serve.
- Work collaboratively with all Restoring Dignity programs.
- Regularly post about the program on social media.

Curriculum Development and National Expansion

- Work closely with the Executive Director and curriculum team to optimize and expand the Welcome Home curriculum.
- Contribute to the transformation of the curriculum into a nationally accessible, open-source model.
- Support the ongoing translation of the curriculum into a variety of languages, ensuring cultural and linguistic accuracy.

Program Delivery and Community Engagement

- Teach one-on-one and group education classes as needed.
- Coordinate educational events with schools, apartment complexes, partner agencies, and faith communities.
- Serve as a public ambassador for the Welcome Home Program (e.g. speaking at community meetings, conferences, and events).
- Promote the program through storytelling, presentations, and outreach to expand visibility and partnerships.

Data, Evaluation, and Reporting

- Ensure accurate and timely data entry by educators.

- Oversee Monday.com referral tracking, follow-up forms, and Google Drive uploads.
- Collect, analyze, and report program data, including pre-/post-test outcomes and impact statistics.
- Work with the Executive Director to prepare formal reports for grants, partners, and funders.

Operational Excellence

- Respond to staff questions, family concerns, scheduling conflicts, and program barriers.
- Assist with fundraising campaigns and messaging for the Welcome Home Program.
- Collaborate on grant management, compliance requirements, and multi-year planning.
- Other duties as assigned.

Schedule and Work Expectations

- Full-time, on-site role at Restoring Dignity's office.
- One remote workday per week.
- Occasional evenings and weekends for special events or apartment outreach, including a monthly Tuesday evening virtual staff meeting.

Compensation

- Up to \$70,000/year salary, paid bi-weekly
- \$300/month health stipend
- \$50/month phone reimbursement
- \$10/month internet stipend
- 12 major holidays paid

- Vacation pay: 10 days paid vacation time after 90 days of employment (accrues per pay period). Will increase by 1 day each year up to a maximum of 15 days PTO.
- Sick leave: 5 days per year
- Mental health: 2 days per year

Qualifications:

- Bachelor's degree or higher (Master's preferred)
- Must be able to communicate with excellence in English, both verbally and in writing
- Must be kind
- Must naturally be an organized and on-time person
- Strong attention to detail and follow-through
- Experience with team management
- Experience teaching and training others is a plus
- Must have moderate to advanced computer skills and be able to use Excel, Word, other platforms and mobile apps
- Comfortable learning new software platforms
- Professional and compassionate communication style in a multicultural and multilingual environment
- Work to build positive, productive relationships with other staff; we do not allow gossip or "work drama"

Non-Discrimination Policy:

Restoring Dignity does not and shall not discriminate on the basis of race, color, religion (creed), sex, age, gender, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, medical condition, political affiliation, personal appearance, family responsibilities, matriculation or military status, or any other

characteristic protected under federal, state or local law. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and clients.

Restoring Dignity is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veterans status, sexual orientation, gender identity or gender expression.

To apply, visit: rdomaha.org/join-our-team/.

Please email your **resume** and **cover letter** (no AI, please... we want to hear in your words why you are the right person for this position) to: hannah@rdomaha.org.

Applications will not be considered until a resume and cover letter have been received.