



TITLE | New American Community Leader

REPORTS TO | Concentric Program Manager

COMMITMENT | 40 hours/month, 15 months (Feb 2026 - April 2027)

COMPENSATION | Salaried \$10,400/year (\$400 paid bi-weekly)

APPLICATION | Apply through the [Application Form](#)

OVERVIEW

The role of a New American Women Community Leader is to help Treetops Collective connect with and support women from refugee and immigrant backgrounds in their community. Together, we aim to create welcoming environments and transform our communities into places of belonging for all.

- You'll work with the Program Manager and Treetops team to lead and support a small group of women in your language group. Community leaders help community members with various needs, like finding resources and building strong relationships to achieve their goals.
- To grow as a leader, you'll take part in professional development opportunities, and your efforts will enhance the community's sense of belonging and connectedness. You'll do this by building relationships, both with people from different cultures and within your own cultural group.

This role requires proficiency in both English and at least one of the following: Swahili, Kinyarwanda, Dari, Pashto, Tigrinya, Amharic, Cuban Spanish, Haitian Creole preferred. Additional languages may include Arabic, Ukrainian, Rohingya, Burmese or Somali.

RESPONSIBILITIES

- Attend 4-hr trainings twice/week from February through April 2026
- Identify, recruit, and work closely with 7 families from your language group for a year from May 2026 through April 2027
- Check in with the women in your language group weekly, meet in-person monthly and fill out a monthly report
- Help the Treetops staff connect each program member with a volunteer for cross-cultural friendship. Support "match meetings" and continued conversations, connecting women from your language group with cross-cultural friends
- Support member enrollment and strong communication for women in your language group who become part of the the driver's training program

- Attend two monthly leaders meetings and monthly supervision/coaching as well as monthly communication with the Cross-Cultural Community manager.
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- Report on resources & opportunities you've provided to your group each month
- Showcase your leadership skills and community work at the Leader Showcase in April 2027 (additional speaker fee provided for participation)
- Commit to Treetops Collective values (including posture of listening, creativity, radical welcome, wholeness, cross-cultural connection, redemptive influence, and celebration), respect professional boundaries, keep learning and growing, and be responsive to your group's needs to build a healthy community
- Complete all assigned projects and data entry tasks on time and with efficiency.

DESIRED SKILLS & REQUIREMENTS

- Working English proficiency and fluent in at least one of the following languages: Arabic, Swahili, Kinyarwanda, Nepali, Dari, Pashto, Rohingya, Burmese, Somali, Ukrainian, Tigrinya, Amharic, Cuban and/or Venezuelan Spanish, or Haitian Creole
- Personal experience arriving to the US and adjusting to US systems
- Comfortable conversing with new individuals, displaying a friendly demeanor, and forming personal connections
- Demonstrates high responsibility and can work independently while being accountable for outcomes
- Exhibits leadership capabilities and has prior experience in using relationships to make a positive impact
- Must have a valid driver's license, insured vehicle, and maintain a phone and laptop for job-related tasks (Treetops may provide a laptop if necessary)
- Possesses excellent and punctual communication skills
- Believes in the ability to create positive change within the community
- Familiar with, or willing to learn and use, digital tools such as Google Drive, etc.

BENEFITS

Through this role you will receive the following professional development and continuing education opportunities.

- Training on Case Management, Community Work, and Mental Health
- Regular coaching to help with work, personal growth, and future career planning
- Understanding of local resources and proficiency gained in resource navigation
- Experience in Community Organizing and Project Management

→ This role qualifies for earned paid sick time but no other paid time off

APPLY

To apply please fill out this [Google Form](#) or scan the QR code
Send your resume and cover letter to taryn@treetopscollective.org
or contact with any additional questions



Updated 10.10.25