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EIN: 30-0438142

Mission: To enhance the quality of life for all refugees from Burma in Minnesota

Position Title: Van Driver (Bilingual Karen/English)

Reports to: Program Manager

Status: Part time (25hrs /week)

Salary: \$12.00-\$14.00/hr. DOQ

Scheduling: Monday-Friday 7:45-10:15AM and 1:45-4:15PM

Posting Close Date: May 11, 2018

Position Summary:

The Karen Organization of Minnesota (KOM) is the first social services organization in the country established by and for refugees from Burma. KOM serves over 2,000 people per year with programs in employment, social services, community health education, and youth development. KOM also provides walk-in services to over 2,500 people per year to address needs that are not being met by other programs. More than 85 percent of KOM's staff and 50 percent of KOM's board members are refugees from Burma, giving us a unique ability to provide culturally competent services and understand community needs.

KOM also provides adult ELL classes in partnership with Roseville Adult Basic Education for refugees who are seeking to improve their English language skills. We're looking for a part-time Driver who is energetic, personable and safe to provide transportation for ELL students. The Driver must enjoy meeting people and be deeply familiar with area nuances, such as back roads and traffic patterns. The Driver must have a clean background check/driving record and driver's license. The Driver will generally work from 7:45-10:15 a.m. and 1:45-4:15 p.m., but occasional extended hours and weekend hours may be necessary.

Duties and Responsibilities:

- Complete daily maintenance checks on van and notify manager of any issues
- Pick up and drop off students at various stops on a daily basis
- Maintain order while ensuring the safety of all passengers
- Comply with traffic regulations to operate vehicles in a safe and courteous manner
- Document any mechanical problems with the van
- Maintain an accurate record of daily mileage
- Other duties as assigned

Qualifications:

- Bilingual proficiency (English/Karen) preferred
- Valid MN Driver's License with proof of insurance and good driving record required.
- Minimum 1 year of 12-passenger van driving experience
- Wide knowledge of traffic laws, rules, and regulations
- Ability to comply with driver operating procedures
- Familiarity with traffic and highway safety rules and regulations
- Excellent interpersonal skills

To Apply:

Email your resume, cover letter, and 3 professional references to Morrison Johnny, Program Manager, at smorrison@mnkaren.org.