



Noor Family Services

CONTRACT POSITION: Education and Outreach Coordinator

Part-Time Independent Contractor | Up to 12 Hours/Week | \$35/Hour

Evenings and Weekends Required | Metro Atlanta, Georgia

About Noor Family Services

Noor Family Services Corporation (NFS) is a culturally specific nonprofit organization dedicated to serving immigrant and refugee communities in metro Atlanta since 2015. NFS is the primary provider of domestic violence services and support for underserved victims across its five county service area, which includes Cobb, DeKalb, Forsyth, Fulton, and Gwinnett Counties.

Our work is grounded in the belief that every survivor deserves trauma-informed, culturally responsive, and linguistically accessible support. NFS takes a holistic approach to service delivery that honors the cultural, religious, and linguistic identities of those we serve — without judgment and with deep respect for the diversity within the communities we work alongside.

About This Position

NFS is seeking up to two (2) part-time contract facilitators to support prevention education and community outreach activities across the metro Atlanta area. This is a dual-focus role with two core responsibilities:

- **Curriculum Facilitation:** Delivering the *Peaceful Futures: A Youth Curriculum* to youth ages 11–21 from Muslim households in Sunday Schools and community settings.
- **Community Outreach:** Representing NFS at community events, festivals, expos, and fairs to raise awareness of services available to domestic violence survivors.

Facilitators will work under the direct supervision of the Outreach and Education Director and will be trained on the Peaceful Futures curriculum before beginning sessions.

Please note: This position requires availability on evenings and weekends, as curriculum sessions and community events frequently take place outside of standard business hours. Candidates must be consistently available during these time, have a flexible schedule and reliable transportation.

Compensation and Hours

- **Rate:** \$35.00 per hour
- **Hours:** Up to 12 hours per week
- **Contract Type:** Independent contractor (1099). This is not an employee role and does not include benefits.
- **Schedule:** Flexible but must include availability on evenings and weekends. Schedule is determined by school, community partner, and event calendars.
- **Location:** In-person, across school sites, community spaces, mosques, festivals, and events in NFS's five-county service area. Travel between sites is required.

Key Responsibilities

Curriculum Facilitation

- Deliver the Peaceful Futures: A Youth Curriculum to groups of youth ages 11–21 from Muslim households in middle school, high school, and young adult settings.
- Facilitate 8-session curriculum rounds at schools and community gathering spaces, maintaining fidelity to the curriculum framework while adapting facilitation style to participant age and context.
- Create a safe, inclusive, and welcoming learning environment that reflects values of mutual respect, tolerance, and dignity, allowing youth to participate regardless of their background or level of knowledge.
- Ensure all sessions are trauma-informed, culturally responsive, and survivor-centered.
- Follow all confidentiality protocols, including duty-to-warn requirements when participants disclose situations of clear danger to themselves or others.
- Training will be provided.

Community Outreach

- Represent NFS at community events, cultural festivals, expos, fairs, and awareness events throughout the metro Atlanta service area, including events held on evenings and weekends.
- Set up and manage NFS tabling displays, including transporting, loading, and unloading outreach materials and display equipment. Must be able to lift up to 30 lbs.
- Distribute NFS outreach and awareness materials, engage community members in conversations about domestic violence services, and build visibility for NFS among underserved populations.
- Build relationships with community members, faith-based organizations, schools, and partner agencies to expand NFS's referral network and community trust.
- Collect community feedback and identify community needs during outreach activities to inform program development.
- Facilitate with and organize monthly support groups.

Data Collection and Reporting

- Maintain accurate session attendance records and collect pre- and post-session participant surveys for curriculum evaluation as required by the grant.
- Submit brief facilitation reports to the Outreach and Education Director following each session and outreach event.
- Ensure all data collection complies with confidentiality and reporting requirements.

Collaboration and Compliance

- Work closely with the Outreach and Education Director on session scheduling, event coordination, site logistics, and curriculum preparation.
- Participate in required trainings, including annual Peaceful Futures curriculum training and NFS meetings.
- Adhere to NFS's Trainer Monitoring and Evaluation Policy, Youth Participant Code of Conduct, confidentiality guidelines, and ethical standards.
- Represent NFS professionally in all school, community, and event settings.

Required Qualifications

- Knowledge of and sensitivity to the cultural values, norms, and needs of Muslim and immigrant communities.

- Experience facilitating educational programming, workshops, or group sessions — particularly with youth populations.
- Comfort discussing sensitive topics including gender, abuse, boundaries, and consent in an age-appropriate, trauma-informed manner.
- Availability on evenings and weekends for curriculum sessions and community events.
- Ability to set up and manage tabling displays and transport outreach materials; must be able to lift up to 30 lbs.
- Excellent verbal communication and interpersonal skills.
- Ability to maintain confidentiality and exercise sound professional judgment in sensitive situations.
- Reliable transportation and valid Georgia driver's license.
- Must pass a criminal background check.

Preferred Qualifications

- Bilingual in Urdu, Arabic, Bangla, or another language common to the communities NFS serves (strongly preferred).
- Prior experience with the Peaceful Futures curriculum or similar prevention education programs.
- Background in social work, human services, education, counseling, public health, or a related field.
- Experience in community outreach, tabling, or event-based engagement.
- Existing relationships with schools, community organizations, or cultural groups in the NFS service area.
- Experience working with immigrant, refugee, or Limited English Proficiency (LEP) populations.

What to Expect

- You will receive full training on the Peaceful Futures curriculum before facilitating any sessions.
- You will be supported by the Outreach and Education Director, who will provide ongoing supervision, scheduling support, and facilitation feedback.
- You will work across a variety of settings including schools, community centers, mosques, cultural festivals, and public events throughout the seven-county service area.
- You will be part of a mission-driven team committed to serving survivors and building safer, healthier communities across metro Atlanta.

How to Apply

To apply, please submit the following to education@noorfamilyservices.org with the subject line **“Education and Outreach Coordinator — Application”**:

- A current resume or CV
- A brief cover letter (no more than one page) describing your experience working with underserved or immigrant communities, your facilitation background, and your interest in this role
- Two professional references (name, title, relationship, and contact information)

Applications will be reviewed on a rolling basis. NFS is committed to a diverse and inclusive workforce. Candidates who reflect the communities we serve and those who speak languages common to immigrant and refugee populations in metro Atlanta are strongly encouraged to apply.

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