

Employment Specialist

The Refugee Resettlement Office is looking for a highly motivated, creative and energetic person interested in working as a job developer. Excellent organizational skills, a strong interest in refugee rights advocacy, and experience working with people from different ethnic and socio-economic backgrounds is greatly desired. Attention to detail and ability to multitask are a must. An ideal candidate will support new clients in their employment goals, and professionally network and communicate with employers.

This is a part time position, for 15-19 hours a week.

About us:

Founded in 1978, Diocese of Olympia's Refugee Resettlement Office (RRO), an affiliate of Episcopal Migration Ministries and the Episcopal Diocese of Olympia, serves refugees and asylees in the Seattle area. Our clients come to us from anywhere in the world seeking guidance and assistance in building a new life in America and achieving self-sufficiency. Our mission is accomplished through a variety of programs: such as resettlement, long-term case management towards stability and self-sufficiency, job placement activities, ESL classes, and business development programs. You can find out more at: <https://www.dioceseroseattle.org/>. Our office is in Seattle, WA and there is a possibility our office will move to Des Moines, WA.

Responsibilities:

- Complete and maintain intake forms and related paperwork
- Create resumes and assess client's previous work experience to match them to jobs in which they will succeed
- Provide training in areas to help clients succeed in their job search, such as mock interviews and related vocabulary instruction.
- Assist clients as needed throughout their job search: including completing job applications and new hire paperwork.
- Reach out to potential clients to ensure placement goals are met.
- Check in with clients after job placement to ensure they are meeting the job's requirements and the employer is compensating them fairly
- Use an online reporting system (eJAS) to ensure contract goals are met. Accurately report monthly hours, job search activities and review referred clients through eJAS
- Develop and maintain relationships with potential employers
- Manage confidential and sensitive information
- Other duties as assigned

Qualifications:

- Bachelor's degree in related field
- Minimum 2 years' experience working with refugees or in related field
- Experience working in a diverse, multicultural setting
- Excellent written and verbal English communication skills
- Ability to work independently and contribute to the larger team
- Ability to prioritize tasks as detailed in the employment contract

- Experience with job search websites, resume formats, and cover letters
- Proficient in Microsoft Office and Google Drive
- Valid driver's license desired
- Second language desired

Compensation:

Starting pay will be \$17.50 per hour

To apply: please email a cover letter, resume and 2 references to jhansen@roseattle.org by May 22, 2020.