



refugeeone.org

INTERNAL JOB POSTING

September 2020

Position Title: **Employment Specialist**
Department: **Workforce Development Services**
Job Type: **Full- time**

Job Function:

- Identifies and develops relationships with employers to assist RefugeeOne clients in obtaining and maintaining employment.
- Researches and identifies job openings, arranges interviews and negotiates placements.
- Mediates when issues arise between clients and employers.
- Works closely with Case Managers and colleagues to maximize employment opportunities.

Competencies:

- Knowledge of Chicago job market.
- Ability to cold call and establish relationships with new employers.
- Excellent organizational, networking and communication skills.
- Demonstrated ability to work effectively with diverse populations.
- Knowledge of Arabic, French, or Swahili a plus.

Requirements:

- Bachelor's Degree or equivalent in relevant field.
- Strong Computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel.
- **Must have valid driver's license and use of a car.**

Salary: Commensurate with credentials and experience. Excellent benefits package.

To apply, send resume and cover letter to Jan Douglas at jdouglas@refugeeone.org

NO PHONE CALLS PLEASE
