

JOB POSTING

Position Title: Employment Program Assistant

Department: Employment

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Provide administrative support to Employment staff
- Respond to incoming employer partner inquiries as needed
- Assist in drafting and submitting monthly, bi-annual and quarterly performance reports to state and federal funders
- Serve as back-up for Employment Program intakes and enrollments as needed
- Assist Employment Program team in implementing all federal, state and private grant requirements
- Assist Employment Specialists, Employment Counselors, and the Adult Education Program Supervisor in all programmatic aspects
- Assist in reviewing case notes and files for accurate reporting and timely provision of required services

Education/Technical Proficiencies

- Minimum one year of non-profit experience, preferably in refugee resettlement
- Bachelor's Degree or equivalent experience in relevant field preferred
- Experience working with individuals and groups from diverse cultural and socioeconomic groups preferred
- Strong computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel
- Excellent time management, organizational, networking and communication skills
- Able to be collaborative, resourceful and flexible in challenging circumstances
- **COVID-19 Vaccination required**

Salary: commensurate with credentials and experience. Generous benefits package.

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