

Job Posting June 2023

Position Title: **Employment Specialist**
Department: **Resettlement**
Job Type: **Full-time**
Start date: **July**

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
- Ability to be flexible, adaptable, and change priorities on short notice

Requirements:

- **Bilingual preference: Spanish, Arabic, Kinyarwanda or Swahili and English**
- Minimum one year of experience working in the US job market
- Strong computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel
- Experience working with individuals and groups from diverse ethnic and faith communities preferred
- Bachelor's Degree or equivalent in relevant field
- **Must have valid driver's license and use of a car**
- **COVID-19 vaccination required**

Salary: Commensurate with credentials and experience. Generous benefits package

To Apply

Please submit cover letter and resume to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS, PLEASE