

JOB POSTING

Position Title: Ukrainian Employment Counselor

Department: Resettlement

Location: Buffalo Grove, IL

Job Type: Full-time

Job Function

- Complete intake appointments with new arrivals
- Assist participants to and from job interviews, by car or public transportation, and interpret for job interviews
- Assist participants to job trainings and interpreter for training days
- Explains all details of various job openings to program participants and advises participants on their job options
- Maintain positive communication and relationships with RefugeeOne employer partners
- Translate employment-related documents as needed
- Works closely with Case Managers and colleagues to maximize employment opportunities

Requirements

- **Bilingual in Ukrainian and English**
- **Proof of Covid-19 vaccination required**
- **Must have valid driver's license and use of a car**
- Knowledge of Chicagoland job market
- 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 cultural and faith communities preferred
- Bachelor's Degree or equivalent experience in relevant field
- Ability to cold call and establish relationships with new employers
- Excellent organizational, networking and communication skills

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

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

NO PHONE CALLS PLEASE