

Internal Job Posting December 2022

Position Title: **Ukrainian Employment Counselor**
Department: **Resettlement Services**
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.

Competencies:

- 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 Chicago job market.

Requirements:

- Bilingual in Ukrainian and English
- Minimum one year working in the US Job market
- Strong computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel.
- **Must have valid driver's license and use of a car.**
- **COVID-19 Vaccination required**

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