

Internal Job Posting December 2022

Position Title: **Ukrainian Employment Specialist**
Department: **Resettlement**
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:

- 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
- Knowledge of Chicago job market.

Requirements:

- Bilingual in Ukrainian and English
- Minimum one year experience working in the US job market.
- 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. Generous benefits package

COVID-19 Vaccination Required

To Apply

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

NO PHONE CALLS, PLEASE