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Employment Search Assistant

20 hrs/week | \$21.00/hr

The Catholic Multicultural Center (CMC) Employment Search Assistance Office serves 100+ visitors per month, most of whom are immigrants. The Employment Search Assistant plays a crucial role in supporting immigrant job seekers by offering comprehensive support for the employment search process as well as helping guests navigate to community resources. This position involves working one-on-one with individuals from diverse backgrounds, offering guidance, and connecting them with employment opportunities and resources to enhance their job prospects. This position will work in-person at the CMC.

To apply: Email resume and cover letter to employment@cmcmadison.org. Applications will be accepted until position is filled.

JOB DUTIES

Client Engagement, Job Search Assistance & Resource Navigation:

- Conduct intake assessments to identify client needs - almost all whom are immigrants - and better understand their situation
- Build rapport with job seekers to understand their unique skills, experiences, and employment goals
- Provide one-on-one support to clients with creating and updating resumes, job searching, filling out applications online, creating and using an email account, and navigating job boards and employment websites.
- Problem-solve with clients to help them overcome barriers to employment
- Connect clients with prospective employers
- Guide clients to relevant community resources related to housing, food clothing, and other basic necessities to allow clients to achieve the stability they need in order to maintain employment

Networking and Outreach:

- Establish and maintain relationships with local employers, community organizations, and job placement agencies to create employment opportunities for clients
- Coordinate job fairs, workshops, and informational sessions to connect job seekers with potential employers

Program Management, Documentation, & Reporting

- Assist with or manage programming to support the employment search assistance office and its clients, such as coordinating computer skills classes
- Maintain accurate, up-to-date records of services provided and number of clients assisted
- Provide information, including client stories, for program reports and CMC communications

SKILLS & QUALIFICATIONS

- Fluency in Spanish and/or other non-English language(s) commonly spoken in Dane County
- Advanced to fluent English skills (spoken and written)
- Bachelor's degree in a relevant field (e.g., social work, human services, psychology, social sciences) OR equivalent work experience
- Previous experience working with any immigrant population(s), including a solid understanding of the challenges they may face in navigating society
- Strong interpersonal skills, including compassionate listening and/or trauma-informed care
- Knowledge of the job search process, including resume-building, networking local with employers, and crafting effective job applications and cover letters
- Strong communication skills, both verbal and written
- Ability to multi-task and work in a shared environment
- Knowledge of community resources and/or of other Madison-area nonprofits
- Demonstrate cultural sensitivity to the diverse needs of immigrant communities