

# Position Announcement

## Employment Program Assistant



*Full time, \$21/hour*

*Comprehensive benefits package including health insurance, retirement plan, paid time off, and more.*

### Position Overview

The Catholic Multicultural Center (CMC) Employment Search Assistance Office serves 100+ visitors per month, most of whom are immigrants. The Employment Program 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 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.

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### Key Responsibilities

#### 1. Case Management, Job Search Assistance & Resource Navigation

- Conduct intake assessments to identify client needs – primarily immigrants - and better understand their situation.
- Develop and monitor individualized employment service plans in collaboration with clients.
- Identify and address employment barriers (e.g., transportation, housing, food) to help clients achieve the stability needed for work.
- Build rapport with job seekers to understand their unique skills, experiences, and employment goals.
- Provide one-on-one support to clients with resume development, job searching, completing 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.

#### 2. Networking and Outreach

- Establish and maintain relationships with local employers, community organizations, and job placement agencies to create employment opportunities for clients.
- Represent the agency at job fairs, community events, workshops, and partner meetings to promote programs and strengthen referral networks.

### 3. Documentation, & Reporting

- Document client interactions, service plans, and case notes accurately and in a timely manner.
  - Provide information, including client stories, for program reports and CMC communications.
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### Skills & Qualifications

- Fluency in Spanish
- 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 a combination of education, lived experience, and/or professional experience that demonstrates the ability to succeed in this role.
- 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

*The Catholic Multicultural Center (CMC) is a community center and social services agency on Madison's south side dedicated to serving the diverse needs of our community, with a special focus on the various immigrant communities who have made this area home. We provide essential services, including a free meal program, food pantry, and English language classes, while also fostering personal growth through educational workshops and community-building events. At CMC, we strive to create a welcoming space where everyone feels valued and supported on their journey to a better life.*

*The Catholic Multicultural Center is an Equal Employment Opportunity/Affirmative Action employer.*

### How to Apply:

The CMC will be accepting applications for this position until **June 27, 2025**. Please send your resume and cover letter to [employment@cmcmadison.org](mailto:employment@cmcmadison.org)