



CATHERINE
McAULEY
CENTER

RISE Employment Services Coordinator

Join CMC's team as a RISE AmeriCorps member and support refugees and immigrants as they build the skills needed to achieve their employment goals. The Employment Services Coordinator will work directly with staff, volunteers, and clients to deliver employment services to our community.

Responsibilities:

- Provide job coaching and follow up with clients
- Develop Bus Orientation training materials
- Develop and lead Job Club and Bus Trainings
- Recruit, train, and manage Bus Orientation volunteers
- Ensure accurate recordkeeping of services
- Perform other duties as requested/ assigned

Skills:

- Professional communication skills
- Comfort using a computer and ability to learn new programs
- Attention to detail
- Self-directed problem solving ability
- Swahili, French, Kinyarwanda, Lingala, Dari, or Pashto ability required

Schedule:

- Full-time, night and weekend availability required.
- Service period: 1700 hours between 9/6/21 and 8/18/21
- Must be at least 21 and pass driver screening

Benefits:

- \$21,000 pre-tax living stipend, split up and paid out every two weeks
- \$6,495 education award upon successful completion of service
- Qualifying student loan forbearance, healthcare benefit, childcare benefit