



CATHERINE
McAULEY
CENTER

RISE AmeriCorps Employment Assistant

Are you interested in serving the refugee and immigrant community? Help clients connect with employment opportunities and build skills that promote stability! This AmeriCorps member will work with clients, the community, staff, and volunteers to provide crucial services to clients.

Responsibilities:

- Teach employment skills and cultural awareness of the American workplace
- Meet with clients to complete job applications and supporting job interview documents
- Practice interview skills with clients
- Follow up with clients following appointments to determine if further assistance is needed
- Ensure accurate recordkeeping
- Perform other duties as requested/ assigned

Skills:

- Excellent communication and organizational skills
- Strong computer skills
- Problem solving, big picture thinking
- Spanish, Swahili, French, Kirundi, Lingala, Dari, or Pashto ability a bonus

Schedule:

- Full-time, some nights and occasional weekends may be required.
- Service period: 1,700 total hours between 10/16/23 - 9/30/24 OR 11/13/23 – 10/28/24.

Benefits:

- \$22,000 pre-tax living stipend, split up and paid out every two weeks
- \$6,895 education award upon successful completion of service
- Qualifying student loan forbearance, healthcare benefit, childcare benefit