



## **Employment Services Assistant**

**March 2019**

Interfaith Outreach is looking for highly qualified candidates for a full-time **Employment Services Assistant** position. This person will support the work of the Employment Services team to help clients address work barriers, and find and keep living wage jobs that support family stability. A focus of this role is coordination of computer training and skill building activities provided via an on-site computer lab.

We offer a great place to work. We are client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support, as well as a deep commitment across staff to mission.

**Schedule Requirements:** This is a 40 hour/week position that includes at least one evening per week.

### **Core Areas of Responsibility Include:**

- Individual work with clients to implement training and job search plans
- Job search coaching
- Computer skill building via group classes and 1:1 tutoring
- Volunteer training, supervision and support
- Teaching work readiness classes

### **Required Qualifications Include:**

- BA/BS in a related field or equivalent experience
- Experience working in an employment services setting
- Experience working in a human services setting
- Understanding of the job search process
- Maintain required records, documentation and case notes in client database
- Able to effectively build relationships with employers through phone, email and face-to-face meetings
- Excellent computer technology skills
- Ability to creatively problem solve and complete complex tasks
- Excellent organization and time management skills
- Ability to maintain professional boundaries
- Demonstrated ability to excel in a team environment

### **Preferred Qualifications:**

- Bilingual in English and Somali, Russian or Spanish
- Teaching experience
- Experience training, supervising and supporting volunteers
- Experience with mentoring programs
- Experience working with English Language Learners

**To be successful as an Employment Services Assistant at Interfaith Outreach, candidates should be or possess:**

- A deep commitment and passion to Interfaith Outreach’s mission and work
- A generator of new ideas and approaches while honoring the organization’s rich history
- Demonstrated cultural competence with a focus on inclusion
- Highly skilled at communication and collaboration
- Strong advocate for people living in poverty and social justice work

We offer competitive salary and a comprehensive benefits package.

Interfaith Outreach & Community Partners’ mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed and the entire region can prosper and shine. Serving the west Hennepin communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit [iocp.org](http://iocp.org).

**Interested candidates should send resume and cover letter to [humanresources@iocp.org](mailto:humanresources@iocp.org) and include the words “Employment Services Assistant” in the subject line. Applications are considered as they arrive with intent to close the application process on March 22.**

Interfaith Outreach values a diverse work environment.

People of color and people from other underrepresented communities are strongly encouraged to apply.

Interfaith Outreach is an Equal Opportunity Employer.