



## **Temporary Employment Specialist**

**May 2019**

Interfaith Outreach is looking for highly qualified candidates for a part-time, temporary Employment Specialist. This person will work within a team to support Interfaith Outreach clients to address work barriers, and find and keep living wage jobs that support family stability. The focus of this role is on career counseling, job coaching and program support.

The Interfaith Outreach work environment is 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 and a deep commitment across staff to mission.

**Schedule Requirements:** This is a 16-20 hour/week position. Hours are flexible. Work assignment begins in June and will last approximately 6 months.

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

- Assessment and planning with job seekers
- Individual job search and career coaching
- Job retention support
- Employer outreach
- Interview coaching
- Program administrative tasks

### **Required Qualifications Include:**

- BA/BS in related field
- 1-2 years of experience providing job coaching/career counseling, specifically:
  - Coach participants on interview skills and strategies
  - Familiarity with available community resources that provide services to job seekers
  - Experience in revising and/or composing effective resumes that reflect marketable skills
  - Experience with inventories/tools for assessing interests and skills
  - Knowledge of labor market and online data tools
  - Experience working with job seekers facing multiple barriers
- Experience working in a human services setting
- Ability to creatively problem solve and complete complex tasks
- Strong computer skills
- 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
- Advanced degree in related field
- Teaching experience
- Experience with mentoring programs
- Experience working with English Language Learners

**To be successful as an Employment Specialist 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 County 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 "Career Specialist" in the subject line. Applications are considered as they arrive. Preference will be given to applications received before May 17.**

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.