



https://newamericanpathways.org/?post_type=jobs&p=10475

Career Advancement AmeriCorps Member

Description

Schedule: Monday to Friday, 8 hours, approximately 9:30am to 5:30pm
Some service hours during weeknights and weekends required. Schedule may vary slightly dependent on afterschool program schedule.

AmeriCorps Program: Project RISE (Refugee and Immigrant Success through Education) is a collaborative AmeriCorps effort of New American Pathways that focuses on educational services to address the significant literacy gap in the DeKalb County refugee community, among both youth and their parents. In RISE, 17 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 200 community volunteers to support refugee and immigrant self-sufficiency by offering individualized direct service through education in core programs, including afterschool and summer academic programming, operating in multiple DeKalb County sites.

Seventeen full-time members will serve at the New American Pathways site. All member activities include a focus on education and literacy, with most site members serving half of their time in out-of-school tutoring and mentoring programs and half of their time delivering core program services in specific departments at their assigned locations. All full-time members will complete a minimum of 1700 hours from September 2023 to July 2024.

Service Summary: Career Advancement Member

The Career Advancement AmeriCorps member will assist the Career Coach with duties specific to Vocational Counseling services. This member will take ownership of all education workshops, program orientation for mentors and mentees in the Mentors for Vocational Pathways (MVP) service; and also workshops and classes on various topics such as financial aid and college counseling, specific industries, resumes and cover letters, etc. for the Forward Department. The member will also serve with the Career Coach to conduct research for clients regarding jobs and career advancement opportunities, and will meet one-to-one with walk-in clients and cohort clients for program intake and career counseling. The member will have recurring access to vulnerable populations and will serve in the afterschool program.

Responsibilities

- Develop and facilitate vocational workshops for refugee clients with advanced English skills.
- Develop promotional materials and advertise workshops broadly to refugee and immigrant communities.
- Maintain the Career Advancement Google Drive and enter client information into excel spreadsheets and the Salesforce database.
- Identify opportunities for networking and partnerships in the Atlanta business community and attend events and meetings to forge connections.
- Meet one-to-one with refugee and immigrant clients for career counseling, including helping clients develop/edit resumes, cover letters, LinkedIn

Industry

Forward Program

Employment Type

AmeriCorps Member

Beginning of employment

September 2023

Working Hours

40 hours a week

profiles, and elevator pitches; provide interview coaching; and researching job opportunities for clients.

- Oversee Mentors for Vocational Pathways (MVP) volunteer opportunity by recruiting and training volunteers and matching them with refugee and immigrant clients.
- Conduct ongoing research and materials development for career advancement and job placement for refugee and immigrant clients.
- Assist classroom supervisor in tutoring and mentoring after school students.
- Submit monthly reports measuring progress toward Project RISE goals.
- Attend trainings, events and meetings for the AmeriCorps Program, occasionally outside of regular service hours.
- Additionally, Project RISE members will periodically have the opportunity to learn about and serve in different departments within the agency. This will allow for a more extensive understanding of services extended to refugees, as well as enable members to develop a range of skills based in the environs of Volunteer Management, Refugee Education and Self-Sufficiency.

Please Note: Members will be reimbursed for the service related mileage.

Qualifications Required

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds
- Ability to solve problems and develop effective solutions, especially collaboratively
- Aptitude for building relationships and making interpersonal connections
- Comfortable speaking in front of groups and presenting information clearly and logically
- Computer competency in MS Windows, MS Word, MS Excel, and MS PowerPoint
- Excellence in writing and oral communication.
- Valid driver's license and access to a reliable vehicle
- Must be a U.S. Citizen or Permanent Resident

Preferred

- Bachelor's Degree or higher
- Teaching experience
- Experience with professional development – editing resumes and cover letters, familiarity with LinkedIn, interview coaching, etc. – and with customer service
- Fluency in one or more of the languages spoken by refugee clients

New American Pathways is an Equal Opportunity Employer. An official offer of the position is dependent on approval of grant funding by the Georgia Commission and the Corporation for National and Community Service. Afterschool schedules are dependent on programmatic funding and are subject to change.