

https://newamericanpathways.org/?post_type=jobs&p=12002

Matching Grant Program Assistant

Description

The Matching Grant Program Assistant will assist in the administration of New American Pathways early self-sufficiency (Matching Grant) program which includes the facilitation of orientation and enrollment, job readiness training, job placement and financial literacy education and assistance for newly arrived refugees. The Match Grant Program Assistant will

work closely with case managers, employment specialists, and program/department managers to ensure proper documentation of client services and will adhere to all grant reporting requirements. The position will involve frequent in-person work both in the office and in the field. The Match Grant Program Assistant should be available to work both remotely and in the New AP office, following New AP policy regarding office re-opening. The position requires access to transportation and ability to work occasional early morning and evening hours.

Responsibilities

- Performs Match Grant client intake interviews to develop employability plans for newly arriving clients, including short-term and long-term employment goals and identification of barriers to self-sufficiency
- Assists the Employment Services Manager in planning, enrollment, and orientation of eligible newly arrived clients
- Assists in compiling, editing, and submitting monthly donation reports
- Assists in tracking, requesting and delivery of check disbursements for MG clients
- Provides job readiness and financial literacy education to clients through one-on-one counseling and group workshops (interview prep, creating resumes, basic budgeting)
- Assist clients with job placement, obtaining work documents, and accessing banking services
- Ensures Matching Grant clients are appropriately employed by the 180th day through the 240th day
- Maintains accurate client case files, case note logs, program databases, and other required documentation for grant compliance purposes
- Maintains regular contact with clients throughout the 240-day Matching Grant period
- Develop and maintain employer relationships to cultivate job leads through site visits, canvassing, networking,
- Maintains up-to-date database input with employment information
- Collaborates with employment specialists, case managers, AmeriCorps service members, volunteers, and other staff for service provision
- Refers clients to available programs and resources to address barriers to employment, both within New AP and to community partners
- Assists in preparing monthly, quarterly, and semi-annual reports
- Provides language interpretation and translation across departments as needed
- Follows New AP and CDC guidance for safe(r) provision of in-person services and in limited in-office work hours, remains up to date on latest

Industry

Resettlement & Resource
Navigation

Employment Type

Full-time

Working Hours

Monday – Friday, 9:00 AM to 5:00
PM Daily

recommendations

- Works occasional early mornings and evenings as required
- Attends required meetings and
- Other duties as assigned

Qualifications

- A personal passion to assist refugees and immigrants with their efforts to gain and maintain self-sufficiency
- Bilingual/multilingual in refugee language(s) (Dari, Pashto, Farsi, Arabic) is a plus
- Ability to handle volume of detail involving confidential information and requiring execution of assignments without close supervision
- Flexibility and ability to problem solve
- Ability to establish and maintain relationships with area
- Proven written, verbal and interpersonal communication
- Strong attention to detail
- Ability to effectively work remotely and utilize technology platforms including Zoom, Microsoft Teams, and Salesforce
- Experience working as part of a team in a diverse, multicultural environment
- Ability to recognize and be sensitive to cultural, ethnic and religious issues
- Ability to assist clients in a courteous, tactful, and respectful manner
- Ability to work on a flexible schedule, including early mornings and evenings
- Driver's license, good driving record, and access to reliable personal vehicle required. This position involves frequent use of agency and personal vehicles to transport clients/field work.

Job Benefits

This is a full-time, salaried position with an annual salary range of \$36,000 – \$41,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance.

14 paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).