

JOB DESCRIPTION

Employment Services Assistant

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Status: Part-time

Reports to: Employment Manager

Supervises: none

Travel: Less than 10 days a year

Department: Employment

The part-time AmeriCorps Member will work directly with the Employment Manager to perform data entry, work with clients on soft-skills such as resume development, interviewing skills, and completing job applications.

Primary Responsibilities:

- Assist Employment Manager and Employment Specialists with data entry and contract reporting as assigned.
- Work directly with clients on developing soft skills necessary for employment such as resume development, interviewing skills, completing employment applications, and other client support services as assigned.
- Complete and submit all necessary UMHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all UMHA AmeriCorps trainings including orientation and team trainings.
- Complete all UMHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check (all provided and coordinated by AmeriCorps Program)
- Valid State ID or Driver's License
- Regular and reliable attendance.
- Ability to commit to the 11-month term of service or complete their required term of service.

Host Site Preferred Qualifications:

- Associate or bachelor's degree preferred
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills

- Technology proficiency including instructional technology and MS Office
- Outstanding verbal and written communication skills

Transportation Information:

- Position location is accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Host Site organization vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
Personal vehicle may be used for Host Site service activities. Mileage will be reimbursed by Host Site.