JOB DESCRIPTION
Employment Services Assistant

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.