



Career Pathways Program Assistant

Position Logistics:

Location: Will start remotely during COVID-19 outbreak. (Boise, Idaho IRC location 7291 W Franklin Rd, Boise, ID 83709)

Start Date: September 2020

Time Commitment: 4-6 months minimum, longer term preferred

Work Hours: 5-10 hours per week, flexible, with willingness to work outside of business hours as needed

This position reports to: Senior Economic Wellbeing Programs Coordinator

Where to apply: <https://www.rescue.org/volunteer-opportunities/boise-id>

Please submit a resume and cover letter

Important Note: This is a volunteer position.

Background:

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

Scope of work:

The Employment & Economic Wellbeing team supports refugees to become economically self-sufficient. The team provides early employment and career development services. Career Pathways assists employed clients in securing job upgrades that improve economic conditions and align with career history and/or career objectives. The Career Pathways Assistant will work on the career development team, within the Employment & Economic Wellbeing team, promoting client self-sufficiency and encouraging clients to work towards and reaching their long term career goals.

Project Description:

Career Pathways at the International Rescue Committee in Boise helps refugees and immigrants gain skills needed to move out of low-wage jobs and onto a sustainable career path in the

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Treasure Valley. Career Pathways coordinates integrated language and job-skill training programs. The Career Pathways Assistant will focus on working individually with clients to assess their fit for the program, create career development plans, activities, assist with resume and job application review, and providing supportive services for program participants. Career Pathways participants often face barriers to participation in career development programming due to transportation and childcare. The needs of participants are dynamic, requiring flexibility, patience, and determination.

Essential Position Functions:

- Facilitate phone and in-person intake meetings
- Work individually with clients on resume review, job searching, networking effectively, and interview prep
- Provide one-on-one technical assistance sessions to English Language Learners
- Support staff with program outreach efforts and data management
- Assist in coordinating supportive services: transportation, childcare, etc.

Requirements:

Responsibilities:

- Work directly with IRC Career Pathways Specialists to recruit participants and implement Career Development Program
- Work with program coordinator to develop training material, recruit guest speakers, and organize service delivery
- Counsel and guide clients as they work towards achieving short and long term career goals
- Provide individualized trainings, assist participants with networking, and help with job application review
- Accompany clients to job preparation activities and interviews, coaching clients so they can attend these events independently in the future
- Assist with creation of career pathway informational packets
- Advocate for clients' rights in the labor market by providing references and meeting with employers to educate them about the benefits of hiring refugees, asylees, and immigrants
- Other duties as identified by Career Pathways Coordinator

Qualifications:

- Undergraduate degree preferred.

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- 3+ years of professional experience in any field, especially career counseling
- Experience creating resumes
- Proficiency in Microsoft Office required, experience with data tracking systems preferred
- Ability to provide one-on-one and group computer skills instruction to participants as they navigate computer and online job search activities
- Strong interpersonal skills (comfortable communicating in larger group settings as well as working one-on-one with clients, and professional phone and email etiquette).
- Strong interest in refugee and asylee issues as well as in workforce development
- Language skills in Arabic, Burmese, Dari, Farsi, French, Kinyarwanda, Spanish, Hindi, or Swahili are a plus

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