



Title: Job Readiness Volunteer

Supervisors: Yulia Matyushkina & Emily Ausema

Positions Available: 2 **Quarter Begins:** April 1, 2019

About ReWA: Refugee Women's Alliance (ReWA) is an award-winning, nationally recognized nonprofit that provides holistic services to help refugee and immigrant women and families thrive. In 33 years of work with multi-cultural communities, we have refined our services to most effectively promote integration and self-sufficiency. All of our services are designed to quickly and effectively stabilize clients, promote acculturation, increase language proficiency, and improve employability.

Primary Responsibilities

- Assisting with client intake and resume development
- Meeting one-on-one with clients to complete job readiness activities including mock interviews, job application practice and education in American work culture
- Helping clients identify public transportation routes to get to school or a new job
- Conducting job searches and researching potential employers
- Office support: file maintenance, data entry, developing workshop materials and keeping accurate case notes
- Working with other programs and staff as necessary

Mandatory Skills and Requirements

- High school graduate, or enrolled in a post-secondary institution
- At least two years of paid work experience
- Strong written and verbal communication and proficient in Microsoft Office and internet use
- Highly organized and ability to handle multiple projects simultaneously
- Experience interacting with English Language Learners
- Real interest in refugee and immigrant issues
- Preferred: Ability to communicate in one or more of the following languages: Arabic, Somali, Kiswahili, or Oromo.

Time Commitment:

- Three to six month commitment to the program.

Location & Availability

SEATAC OFFICE

Friday's (9:00 AM- 12:00 PM)