



Refugee Women’s Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

Job Announcement

POSITION TITLE: Business Developer/Career Coach

PROGRAM: Family Empowerment Services

REPORTS TO: Family Empowerment Services Manager

STATUS: Non-exempt, Regular Full-time (37.5 hrs/wk)

LOCATION: ReWA SeaTac and Kent sites

SUMMARY: Refugee Women’s Alliance (ReWA) offers culturally and linguistically competent comprehensive employment services and vocational training opportunities to immigrant and refugee families to promote self-sufficiency and independence. Services include employability assessment, employment search, job readiness workshop, basic computer literacy workshop, English as second language, job placement and retention, coaching for career development and advancement, and intensive case management. This position works on the Day 1 Career Pathway program that supports immigrant and refugee families, living under the poverty line in Seattle and South King County, rise out of poverty and become self-sufficient through increased household income with living wage employment working with employers to advance positions and/or income, research, seek and implement new partnerships with businesses and vocational training opportunities for refugee and immigrants. Working with participants to develop career pathways that are developed through skill, experience, education, and interest assessment, working with participants over time to employment in career with livable wages that support their families. The Business Developer/ Career Coach will provide support and career guidance services, comprehensive assessments, information on occupations with clear career paths in high-growth industry sectors, development of an individual career advancement plan, information on eligible training providers and specialized training, as well as initiating, maintaining, and developing employer relationships, employment opportunities, internships, and work-based learning experiences and training that link to careers in high growth sector.

Successful candidates for this position are result-oriented; and will have a strong understanding of the unique challenges and needs of immigrant and refugee families; possess excellent knowledge of the labor market and have exceptional communication and relation building skills to help employers

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understand benefit of employing refugees and immigrants.

RESPONSIBILITIES:

Business Developer responsibilities:

- Research, establish, and maintain a strong connection and partnership with businesses for higher paid and full-time positions.
- Identify and develop strategic partnership with agencies that offer Vocational Job Skills Training Opportunities such as in Construction Trade & Manufacturing apprenticeship that will lead to livable wage.
- On behalf of participants, negotiate for better employment, better salary, benefits, and growth opportunities.
- Assist as a liaison between businesses and employment case managers to facilitate communication mediation when needed.
- Identify and establish strategic and impactful partnership with business to allow for such as offering on-site ESL, or Computer Literacy class, or Life skills training that will help ReWA participants retain employment and grow within the organization.
- Provide conflict resolution and mediation between businesses and participants when needed.
- Reduce barriers for refugees and immigrants in advancing positions and income that sustains and stabilizes their family.
- Other duties as assigned.

Career Coach:

- Collaboration with businesses for job placement and enrollment in vocational education programs that support career advancement.
- Support 45-50 participants/families a year in intensive career advancement coaching including exploring career pathways, developing career plans that will help participants advance in their field or pursue a new career that builds on their education and experience which may involve additional education, training, a professional certification, or licensing.
- In collaboration with case managers, provide comprehensive case management/assessment activities (as needed).
- Coach participants on how to craft U.S.-style resume, professional networking, interview with confidence, understand the U.S. labor market and workplace expectations.
- Facilitate job readiness workshops and vocational education opportunities that increase wages and career advancement.
- Assist participants in writing targeted resumes. Responsible for participant progress and job placement/wages/retention.
- Track data in Internal and State databases through data entry and comprehensive case notes.
- Must meet contract goals for job placement, training placement and completion, and

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job retention.

- Develop working relationships with other agencies that provide vocational career training opportunities to program participants.
- Conduct outreach in the community to meet goals when needed.
- Develop and maintain partnerships with businesses and vocational training facilities, such as ANEW, Project Feast, Key Bank, SEIU, SBCTC, Highline Community College, etc...
- Meet weekly, monthly, quarterly and yearly program goals as set by Program manager.
- Must attend any state, county, local, or company meetings.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- BA degree in human services or business field, and 2 years professional experience in business development, or an equivalent combination of education and experience
- Demonstrated ability expressing yourself effectively, both verbally and in writing, using the English language
- Proven track record in business-to-business sales in a performance driven occupation. Must have experience with working with vocational education services involving individuals and/or refugees and immigrants.
- Requires the ability to understand labor market information and employer requirements.
- Excellent organizational, outreach and communication skills
- Must be highly organized, detail orientated and work within time restraints and deadlines. Work flexible hours, early morning, evenings and weekends may be required.
- Public speaking and presentations are mandated.
- Ability to work independently and as part of a team
- Demonstrated computer skills including knowledge of Excel, word processing and email programs
- Knowledge of local market trends, employment and training services, and the welfare system
- Ability to communicate effectively, both verbally and in writing, with individuals from a wide range of cultural backgrounds
- Bilingual in either **Arabic, Farsi, Amharic/Tigrigna, Swahili, or South East Asian languages.**
- Proficient in Microsoft office products including Outlook, Word, Excel and PowerPoint. Must be assertive, friendly and willing to work flexible hours to meet objectives and goals.
- Demonstrated commitment to refugee and immigrant advocacy
- Must have own transportation, a valid Washington state driver's license, and ability to travel to multiple sites on a regular basis.

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BENEFITS: Medical, dental, vision, life insurance, LTD vacation, sick leave, paid holidays, and 403(b) plan

CLOSING DATE: Open until filled.

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

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