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:** Career Coach/Business Developer

**PROGRAM:** Family Empowerment Services

**REPORTS TO:** Director of Family Empowerment

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

**LOCATION:** ReWA SeaTac and Kent Offices

**SUMMARY:** Refugee Women’s Alliance (ReWA) offers culturally and linguistically appropriate comprehensive employment services and vocational training opportunities to immigrant and refugee families to promote self-sufficiency and independence. Services include employment assessment, job search, job readiness workshop, basic computer literacy workshop, employment focused English as second language, job placement and retention, coaching for career development and advancement, and case management support.

This position works as part of the ReWA Career Advancement program that supports and equips LEP participants with training, counseling, and career coaching, allowing them to access career advancement support. The goal is to keep LEP participants engaged with and moving toward the goals of career advancement and higher wages, even after they’ve attained a so-called “survival job”, at whatever pace is appropriate for them.

The Business Developer/ Career Coach Conducts in depth assessment of participants education, professional credentials, work experience, English language skills, transferable skills, and participants’ interest; research and explore career pathways that will lead participants advance in their field or pursue a new career that builds on their education and experience which may include additional education, training, a professional certification, or licensing, provide coaching on how to craft U.S.-style resume, network, market to employers and interview with confidence,

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understand the U.S. labor market, establish and maintain a high impact partnership with variety of stakeholders including businesses, educational, training, and apprenticeship agencies, and community partners to open doors of opportunities for immigrant and refugees to a living wage career.

**RESPONSIBILITIES:**

Business Developer Responsibilities

- Research, develop and maintain a high impact partnership with variety of stakeholders including businesses, educational, training, and apprenticeship agencies, and community partners to open doors of opportunities for immigrant and refugees to a living wage career.
- Regularly share opportunities, created through the above effort, with all ReWA employment program team.
- Empower participants to negotiate for better employment, better salary, benefits, and growth opportunities.
- Identify and establish strategic and impactful partnerships with business to allow for such as offering on-site ESL, or Computer Literacy class, financial literacy workshops or soft skills training that will help ReWA participants retain employment and grow within an 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 Responsibilities:

- Support LEP participants 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, conduct comprehensive assessment including client’s education, professional credentials, work experience, English language level, abilities and skills, career goals, family obligations, and barriers.
- After exploring career options, along with client and case manager, help develop career plans with realistic step by step goals and timelines that meets client individual circumstances.
- Facilitate group activities such as orientation to career advancement, workshops that cover industry-specific language skills, and individual and group coaching on career

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pathways; meet with participants periodically to discuss updates and assess progress, help identify and enroll in formal career advancement programs.

- 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 ReWA Professional Development Skills training as needed and vocational education opportunities that increase wages and career advancement.
- Assist participants in writing targeted resumes and cover letters. Responsible for participant progress in professional job placement/wages/retention.
- Develop partnership with other agencies that provide vocational career training opportunities to program participants, and assist enroll participants.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- BA degree in social services or business field, and 2 years professional experience in business development, or career coaching or an equivalent combination of education and experience
- Demonstrated ability expressing yourself effectively, both verbally and in writing, using the English language
- Have experience in career coaching and/or working with vocational training and education services involving 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.
- Public speaking and presentations skills are required.
- Ability to work independently and as part of a team
- Knowledge of local market trends, employment and training services
- Ability to communicate effectively, both verbally and in writing, with individuals from a wide range of cultural backgrounds
- Proficient in Microsoft office products including Outlook, Work, 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.

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**To Apply:** https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclId=190001

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