



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: Employment Program Coordinator
REPORTS TO: Director of Family Support Programs
STATUS: Non-exempt, regular 40 hours a week
LOCATION: ReWA SeaTac, MLK and Kent Offices

SUMMARY: Refugee Women's Alliance mission promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes, and equal access to services while respecting cultural values and the right to self-determination.

As an employment program coordinator, you will effectively coordinate the whole aspect of ReWA employment program which supports immigrant and refugee families achieve their human potential by advancing their economic well-being through skills acquisition and gainful employment. Our program offers job readiness training, digital literacy and financial literacy workshops, job search assistance, job placement, job retention, and barrier removal case management support.

Successful candidates for this position are result-oriented; and will have a strong understanding of the unique challenges, barriers and needs of immigrant and refugee families; possess excellent knowledge of the employment market, family income support and resources, and have exceptional ability to build trust with participants and can offer consistent coaching and encouragement.

RESPONSIBILITIES:

- Increase access to education, training, and employment opportunities by developing strong partnerships with a variety of stakeholders including businesses, educational, training, and apprenticeship agencies and community partners.
- Maintains program networking relationships (meaning maintaining already existing contacts and spreading the word about program).

Refugee Women's Alliance is an Equal Opportunity Employer.

- Acts as a liaison between businesses, partners, and employment case managers to facilitate communication when needed.
- Compile and share weekly job opportunities with employment case managers.
- Facilitates employment team meetings.
- Regularly monitors and provides support to ensure intake and assessments, service plans, client progress and monthly participation reports are completed timely and adequately.
- Ensures client files are audit ready through regular monitoring and support.
- Ensures FSSP plans are created and completed through regular monitoring and support.
- Support case managers in assisting participants to overcome barriers to employment including by administering direct client support services.
- Closely monitors client progress and quality of services, and support case managers improve quality of services.
- Provides continuous support and coaching to employment case managers.
- Keeps the employment team organized and morale strong.
- Coordinate ReWA Job Readiness, digital literacy, and financial literacy workshops
- Develop adequate Work Experience Sites and support case managers with placement and retention.
- Attend job fairs and partner meetings and find and share community resources.
- Assist in outreach to recruit program eligible participants.
- Tracks program data and prepares reports including client success stories.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in human services, and at least one-year professional experience in human services including in employment and/or vocational training field, or an equivalent combination of education and experience.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.
- Strong verbal and written English skills, excellent organizational skills, good interpersonal communication skills, and ability to work independently and as part of a team.
- Willingness to work flexible hours (weekend and evening hours when necessary), and with shifting responsibilities.
- Prior experience working with projects that identify and resolve community needs and requires tracking of services and reporting.

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

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To Apply:

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

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

Closing Date: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

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