Career Pathways Specialist

**POSITION SUMMARY:**

World Relief is a unique and invigorating place to work. We are looking for talented, ambitious and collaborative people to come alongside our mission, vision and values as we partner with churches to empower the most vulnerable in the world. We hope these resources provide more insight into your hiring journey with us.

Do you enjoy solving complex problems that involve both personalities and logistics? Are you people oriented yet also enjoy navigating systems? Are you interested in assisting refugees, asylees and other immigrants integrate into the US by planning with them to begin their career? If so, the position of Career Pathways Specialist might be just the job for you.  
  
As Career Pathways Specialist (CPS) you will work side-by-side with immigrants to discover their career pathway, equip them with needed skills to succeed, and promote entry into employment within their chosen field. The CPS assists immigrants to enter their career of choice by preparing them for vocational training opportunities, finding funding opportunities for training, job coaching, and developing and maintaining connections with a variety of external stakeholders

**ESSENTIAL FUNCTIONS:**

* Engage with clients in career exploration and collaborating on the development of career pathways plans identifying specific action steps towards end goals
* Provide direct assistance with resumes, applications, interviews, job offer paperwork, and ongoing mediation with employers
* Satisfying documentation and reporting requirements in accordance with grant standards
* Recruit and assess immigrants interested in participating in World Relief’s Career Advancement Course in collaboration with the Education Department
* Research employment sectors for job opportunities as well as vocational training opportunities
* Develop contacts and relationships with new employers to increase interest in hiring WRC clients as well as maintain and strengthen existing employer relationships
* Maintain accurate case files and client notes for program participants
* Work collaboratively with other members of the Family Services and Education Departments to creatively address barriers to self-sufficiency
* Coordinate outreach initiatives aimed at providing immigrant communities in the Chicagoland area with information regarding employment and career advancement opportunities, including World Relief’s Career Advancement Course and employment programs
* Provide feedback for the continual development of the career advancement programs at World Relief Chicagoland, mainly for World Relief’s Career Advancement Course
* Coordinate with churches and volunteers serving WRC clients seeking employment
* Attend department and office-wide meetings
* Other responsibilities as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

* Demonstrated ability to remain flexible and work in a fast-paced environment
* Demonstrated ability to work sensitively and effectively in a cross-cultural setting
* Excellent communication skills with people of varying English levels
* Excellent interpersonal and relational skills
* Demonstrated ability to multi-task, problem solve, and exercise critical thinking skills
* Strong mediation and problem-solving skills
* Detail-oriented, organized, and able to follow through on projects and assignments
* Willingness to advocate on behalf of clients with employers
* Understanding of the U.S. employment market, particularly in Chicagoland, or strong interest in learning
* Knowledge about the refugee/immigrant experience is preferred
* Fluency in an additional language such as French, Swahili, Farsi, Spanish, Arabic, Dari, Pashto, or Burmese is desired

**REQUIREMENTS:**

* Mature and personal Christian faith
* Committed to the mission, vision, and values of World Relief
* Desire to serve and empower the Church to impact vulnerable communities
* Ability to work a flexible schedule including occasional early mornings, evenings, and weekends
* Proficient in Microsoft Office applications
* Bachelor’s degree required, preferably with at least one year experience in an office environment
* Valid Driver’s License and good driving record

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
* The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds
* Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information
* The employee frequently is required to sit, reach with hands and arms, talk and hear

**WORK ENVIRONMENT:**

* General office setting
* Great lengths of time working on computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or in skype meetings may be required
* Year-end archiving activities involve repeated lifting and bending
* Physical, emotional and intellectual demands
* Equipment used: Employee computer (desktop or laptop), printer, and copier
* All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

**World Relief offers a competitive benefits package (25 hours + per week):**

World Relief contributes to monthly premiums:

* Medical
* Dental

Additional Benefits:

* Offer 16 Paid Holidays!
* Vision
* Offer Paid Sick and Vacation Leave
* Paid Maternity & Paternity Leave
* Parental Leave
* FSAs: Medical & Dependent Care, & Commuter Funding
* Supplemental Life Insurance (employee, spouse, and children)

World Relief pays 100% for eligible employees:

* Group Term Life (employee, spouse, and children)
* Long Term & Short-term Disability
* Accidental Death and Dismemberment (AD&D)
* Long Distant Travel Insurance
* Employee Assistance Program (EAP)

World Relief - Retirement:

* 401K & Roth
* WR matches up to 4%, then an additional quarter percent up to 10%
* Eligibility: Full Time is eligible after 3 months of employment. Part time is eligible after 1000 hours in a year

World Relief Discounts (Immediately Eligible):

* Verizon
* Pet Insurance through Nationwide
* Home and Auto insurance through Liberty Mutual

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.  
  
For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.  
  
Legal Background in the United States

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.  
  
Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a) World Relief has the right to, and does, hire only candidates who agree with World Relief’s Statement of Faith.