



JOB POSTING

JOB TITLE:	Employment Services Associate		
PROJECT:	Global Talent Idaho		
LOCATION:	101 S 200 E STE, Salt Lake City, Utah 84111		
STATUS/ HOURS:	X_Full Time __ Part Time	<u>40</u> Hours per week	100% FTE
FLSA STATUS:	__ Exempt <u>X</u> Non-Exempt		
EEOC CLASSIFICATION:	__ Off & Mgr. __ Prof. <u>X</u> Admin Serv. __ Service Wrkr. __ Tech		
PAY:	\$17 to \$21.63/hour, DOE		
REPORTS TO:	GTI Project Manager		
POSTING DATES:	October 18 to October 31, 2018		

JANNUS’ CORE VALUES: *Compassion. Respect. Diversity. Creativity. Entrepreneurship.*

PROJECT SUMMARY:

Global Talent Idaho (GTI), a program of Jannus, Inc., prepares professionals and college students who arrived as refugees and immigrants for jobs commensurate with their skills and experience. Our mission is two part: to help highly educated immigrants and refugees overcome barriers to professional employment and help local employers recognize skilled new Americans as a valued source of talent.

We envision a society where college-educated immigrants and refugees seamlessly integrate into the professional workforce, adding diverse perspectives around boardroom tables, strengthening our community, and energizing our economy.

Global Talent Idaho is based in Boise, Idaho but this position will be based in Salt Lake City, Utah in collaboration with One Refugee.

POSITION SUMMARY:

The Salt Lake City-based Employment Services Associate will be responsible for conducting outreach, recruiting, and providing end-to-end career coaching services to professionals and college students who arrived as immigrants and refugees. The Employment Services Associate will interface with staff from Global Talent Idaho and One Refugee, as well as key local, regional, and national partners.

We encourage people of all backgrounds to apply, including but not limited to individuals from racially or ethnically diverse communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide customized coaching to university educated immigrants and refugees to guide them in their professional job and internship search;
- Assist job seekers across all industries in the development and tailoring of resumes, applications, cover letters, and job interview readiness;
- Conduct outreach to recruit qualified refugee professionals for GTI’s program;
- Build and maintain referral relationships with key service community organizations;
- Collaborate with One Refugee, refugee resettlement agencies, and other local community organizations to share resources, employer connections, and to build a regional reputation as an innovative source for talent;

QUALIFICATION REQUIREMENTS:

- Believes in and committed to the mission and values of Global Talent Idaho and One Refugee;
- Excellent writing and editing ability and interpersonal communication skills;
- Self-motivated and directed; works well within a rapidly-changing environment;
- Analytical and sound judgment with a results-oriented mindset;
- Ability to think critically and creatively to identify solutions with a focus on continuous improvement;
- Proven track record of success in tracking and meeting performance-based goals;
- Ability to apply independent and sensitive judgment to a variety of situations faced by immigrants and refugees;
- Highly collaborative with ability to make cross-cultural connections;
- Demonstrated commitment to intentional inclusivity of culturally diverse perspectives and input;
- Highly organized, detail-oriented, and ability to prioritize and meet multiple deadlines;
- Proficient with technology and related software (MS Office, social media, Salesforce);
- Experience and comfort working with non-native English speakers and highly skilled immigrants preferred;
- Research experience preferred;
- Available to attend some meetings and events during evenings and weekend hours;
- Valid driver's license required with access to reliable transportation and able to provide proof of State required liability insurance

EDUCATION:

Bachelor's degree or higher required, preferably in Communication, Education, Public Administration, Business or related discipline.

WORKING CONDITIONS:

Works in general office environment with occasional travel to conferences, meetings, and when conducting outreach.

PHYSICAL REQUIREMENTS:

This is a largely sedentary position that requires the ability to speak, hear, see, and lift up to 10 pounds. Repeated hand and wrist motions (for use of computers, phones, and other office equipment) are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.