



JOB POSTING

JOB TITLE:	Employment Services Associate	
PROJECT:	Global Talent	
LOCATION:	650 Addison Avenue West, Twin Falls, Idaho 83301	
STATUS/ HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>20</u> Hours per week 50% FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
EEOC CLASSIFICATION:	<input type="checkbox"/> Off & Mgr. <input type="checkbox"/> Prof. <input checked="" type="checkbox"/> Admin Serv. <input type="checkbox"/> Service Wrkr. <input type="checkbox"/> Tech	
PAY:	\$15 to 17/hour, DOE	
REPORTS TO:	Global Talent Project Manager	
POSTING DATES:	8/5/19 to 9/18/19	

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

PROJECT SUMMARY:

Global Talent (GT), a program of Jannus, Inc., prepares professionals and college students who came to the U.S. 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 to 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 communities, and energizing our economy.

POSITION SUMMARY:

The Twin Falls-based Employment Services Associate will be responsible for conducting outreach and providing end-to-end career coaching services to professionals and college students who came to the U.S. as immigrants and refugees. The Employment Services Associate will interface with staff from Global Talent, the Idaho Office for Refugees, as well as other key local, regional, and national partners. This position is eligible to participate in Jannus benefits, including medical, dental, vision, life insurance, vacation, sick leave and a generous retirement plan.

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 college-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 students and professionals for GT's program;
- Collaborate with local community organizations to share resources, employer connections, and to build a regional reputation as an innovative source for talent;
- Coordinate volunteer engagement and quarterly newsletters.

QUALIFICATION REQUIREMENTS:

- Ability to coach, encourage, and partner with job seekers to help them overcome barriers and reach their full potential;

- Excellent writing and editing ability and interpersonal communication skills;
- Ability to analyze and synthesize information into effective resumes and applications;
- Demonstrated commitment to intentional inclusivity of culturally diverse perspectives and input;
- Highly collaborative with ability to make cross-cultural connections and build partnerships;
- Ability to market program to a variety of partners and external stakeholders;
- Organized, detail-oriented, and ability to prioritize and meet multiple deadlines;
- Ability to follow established processes and think outside of the box;
- 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 required.

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.