

CANOPY

NORTHWEST ARKANSAS

Job Description

Job Title: Employment Specialist

Reports To: Employment Services Manager

Location: Fayetteville, AR

Type: Full-time

Compensation: \$23 Hourly

SUMMARY:

The Employment Specialist will work to ensure that refugees and immigrants can equitably access the resources from mainstream employment programs and build coalitions of support in the community. The Employment Specialist will work diligently to break down barriers and build relationships with the local workforce development agency, employers, and community colleges to ensure refugees have equitable access to training and advancement opportunities. The Employment Specialist will also work to identify, train, and convene coalitions of champions that will work to shift negative narratives about refugees and promote inclusive communities. This role is contingent upon grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a landscape analysis to identify 1) career paths with tangible, transparent opportunities for salary and skills growth, 2) training, including bridge programs and funding, and 3) the barriers for refugees in accessing those opportunities.
- Establish and maintain working relationships with employers:
 - Seek and advocate for enhancement of refugee and immigrant employment opportunities.
 - Identify opportunities for career advancement for refugees and immigrants and ensure the training participants are completing and match the skills needed to fill workforce gaps.
 - Conduct trainings and/or support events to promote workplace inclusivity
- Recruiting and matching career/industry mentors for the program clients.
- Work with businesses to offer training to staff on how to work with refugees and immigrants.
- Ensure refugees and immigrants have access to vocational training opportunities.
- Identify potential champions within workplaces and neighborhoods (i.e., faith leaders, neighborhood associations and community leaders) and train champions as facilitators of inclusion and narrative change.
- Work with champions to plan and implement connection events that promote inclusivity
- Maintain records documenting partnerships forged and training conducted.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers and interns.

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NORTHWEST ARKANSAS

QUALIFICATIONS

- Ability to market refugees and immigrants as potential employees and agency services to businesses.
- Understanding of the Northwest Arkansas job market and adult education and training programs.
- Past experience in job development and coalition building preferred, preferably in Northwest Arkansas.
- Ability to self-start but also works well in a team setting. Can collaborate effectively with others.
- Ability to build and maintain relationships and partnerships with diverse stakeholders.
- Ability to make and maintain a connection with one stop career centers in Northwest Arkansas.
- Ability to read, analyze and interpret general business and technical documents or instructions related to employment programs and businesses.
- Ability to contribute to reporting with accurate data about employer connections and workforce center partnerships.
- Ability to facilitate training and workshops with workforce staff, employers, and champions.
- Cross cultural sensitivity and knowledge with the ability and desire to work with people of other cultures.
- Ability to track and report data regularly.
- Functional fluency in one or more foreign languages is required. (Kinyarwanda, Swahili, Pashto/Dari, Arabic or Spanish) is strongly preferred.
- Excellent written and verbal communication and listening skills. English proficiency required.
- Must have and maintain a valid driver's license and provide proof of auto liability insurance.
- Other duties as required.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A./B.S.) from four-year college or university; or two years related experience and/or training; or equivalent combination of education and experience. Background in refugee employment is a plus.

HOURS

Approximately 35 hours per week

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 regularly required to talk and hear. The employee frequently is required to stand and sit. The employee must occasionally lift and/or move up to 20 pounds.

EMPLOYEE BENEFITS. The health and wellbeing of employees are part of the core values of Canopy NWA. Canopy NWA offers the following comprehensive benefits package to full-time employees. Canopy

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NORTHWEST ARKANSAS

NWA covers 100% of the employee premium for a health, dental and vision plan, an employer contribution to a retirement savings account, and a monthly cell phone stipend. Canopy offers 15-25 days of paid vacation depending on tenure, paid volunteer days, paid federal holidays, paid sick leave which may be used for both physical and mental health, and 12 weeks of fully paid parental leave. All employees have access to professional development opportunities. Employees may have the flexibility to work remotely one or more days per week, depending upon position.

OTHER

Equipment used: computer, copy machine, cell phone

Travel: Must have Driver's License and personal vehicle for client transport, interviewing trips, and visits with employers

Work Hours/ Shifts: varies. Work hours may fall outside normal 8 AM to 5 PM workdays in order to meet the needs of clients.

TO APPLY

This is a full-time position. To apply, please send a resume and cover letter to Laurie Morrow.

laurie.morrow@canopynwa.org