

Volunteer Position Description

(612) 230-3219 • rsvolunteers@mnchurches.org

Position Title: Job Search Partner

Background Information: When refugees arrive in the Twin Cities, they face many challenges, including finding employment with limited English skills. In these difficult economic times, newly-arrived refugees with no American work experience face many challenges in trying to find employment.

Refugee Services recently designed a job search partners program to provide additional support to refugees and asylees who are looking for employment. Volunteer job search partners will have the opportunity to build a relationship with a newly-arrived refugee and to learn about their culture and background while providing meaningful English practice and encouragement during the employment search.

Position Description: We encourage job search partners to meet with their partners for one hour each week for eight weeks. The meetings will occur in public places that are convenient for both partners, might include libraries, potential places of employment, or coffee shops. During their time together, partners will work on different aspects of the job search including filling out applications at local businesses, working on resumes, practicing interview skills, and so on. The client's caseworker will speak with the volunteer each week to assign specific tasks to address the client's needs that particular week. The caseworker carries the responsibility of finding employment for the client, but the volunteer partner will provide very significant support and encouragement for their partner.

Training: Job search partners will receive a general volunteer orientation with the Volunteer Coordinator and specific training from their partner's caseworker.

Supervision: Job search partners will be supervised by the Early Employment Coordinator.

Location: Refugee Services is located in the Minnesota Church Center, located in 122 W. Franklin Avenue in South Minneapolis.

Qualifications:

- Flexibility, promptness, and dependability
- Familiarity with the job search process
- Willingness to cooperate and communicate clearly with the client's caseworker
- Ability to communicate clearly and respectfully with people who may have limited English language ability
- Ability to respond to refugee's needs in a realistic, non-judgmental way
- Cultural sensitivity

PLEASE NOTE: This is a pilot program. Changes may be made to the structure of this program as necessary.

To apply, please contact the Volunteer Coordinator at rsvolunteers@mnchurches.org.