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***English for Employment Assistant***

**U.S. Committee for Refugees & Immigrants/Vermont Refugee Resettlement Program (USCRI/VRRP) Colchester, VT**

This AmeriCorps position will serve as part of CEDO’s AmeriCorps program. Our program will have 10 members who will receive training and provide direct service to support economic opportunity for individuals from underserved populations, innovative responses to pressing community problems, and capacity building for organizational change, with City departments, state agencies and nonprofit organizations in Burlington, Winooski, and surrounding areas. At the end of the program year AmeriCorps members will be responsible for improved economic opportunity through training and mentoring opportunities.

**Mission of Service Site:**

**Serving the Uprooted**: For over 100 years, USCRI/VRRP has advanced the rights and lives of those who have lost or left their homes. We believe we have a shared responsibility to clear obstacles and uncover opportunities for people everywhere. So, when lives are uprooted by force or by choice, we fight alongside those on the path to independence.

**Uniting Families and Protecting Children**: We unite children with their families and provide a foundation to restore shattered lives. We give children hope through protective legal services, access to education, and a safe place to call home.

**Rebuilding Livelihoods**: We guide resilient people to recover their financial independence. We mentor them to provide value to the economy with education, job training, and employment connections.

**Empowering Survivors**: We help people reclaim the basic human needs and rights to rebuild their lives. We provide safe homes, gainful employment, and the foundation for a future.

**Restoring Freedom, Dignity & Independence**: We pave the way to equal opportunity to a full and independent life for all. Our global advocacy shines a light on injustices and sets a universal standard for dignity.

**Goal of Position:**  The goal of the English for Employment Assistant position is to play a direct role in assisting refugees in improving their English skills, improving employability, accessing economic opportunities, and attaining economic self-sufficiency; in promoting healthy refugee lifestyles; and in increasing cultural competency among people that serve refugees.

**Key Responsibilities:**

* Assist in the development and implementation of a curriculum for English for Specific Purposes (ESP) that provides refugees with English skills related to a particular industry and support the operation and expansion of the program;
* Include information about healthy lifestyle at a work place and at home and how to make any needed behavioral changes to implement
* Assist in the development and implementation of a cultural competency training to deliver to organizations, employers, and volunteers that work with refugees

**Secondary Responsibilities:**

* Other duties as assigned by the Coordinator of the English Language Learning Program in support of the goals of the position

**Skills and Qualifications:**

* Interest and/or experience in serving a diverse population.
* The ability to teach skills to English Language Learners in a clear manner using an interpreter, if needed.
* Interest and/or experience in supporting refugees as they work toward attaining economic self-sufficiency.
* Organizational skills; attention to detail; ability to work well with others and complete projects independently.
* Strong verbal and written communication skills.
* English proficiency is required; proficiency in Arabic, French, Nepali, Somali, or Swahili is desirable.
* At least any combination equivalent to an Associate's degree OR one (1) year experience in a job that requires good interpersonal and computer skills.

**Minimum Qualifications:**

* US citizen (or have permanent resident status)
* At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
* High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
* Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check
* Commitment to the goals of the CEDO AmeriCorps program

**Additional Information:**

Service is to be performed primarily in the USCRI/VRRP office in Colchester, VT with refugee families and community volunteers, in collaboration with USCRI/VRRP staff members. Hours will generally be performed during regular business hours, but may occasionally involve work outside of business hours

Positions begin September, 2016 and end August 12th, 2017.

This position is:

**Half Time position** requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of $7,406 (pre-tax), and an education award of $2,888 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial training opportunities.

This position (check one)

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have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply**: Send a resume, cover letter and two (2) references to CEDO’s AmeriCorps Program [americorps@burlingtonvt.gov](mailto:americorps@burlingtonvt.gov) **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: Open until filled

Additional information on AmeriCorps is available at [*www.americorps.org*](http://www.americorps.org) *.*

**The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.**