



## AmeriCorps Member Service Description

Position: **Vocational Training Partnership (VTP), AmeriCorps**

Learn more and apply here: <https://www.jvs-boston.org/jvs-ameri-corps-members/>

### Host Site Overview:

**Agency Overview:** Jewish Vocational Service (JVS) is a non-profit, non-sectarian agency that is one of the largest providers of workforce development services in Greater Boston. Our mission is to: 1) Empower individuals from diverse communities to overcome barriers to employment and begin building careers, and 2) Establish partnerships with employers to hire and train productive workforces.

**Department Overview:** JVS's Refugee Services Department has provided direct employment services to local refugee populations for over 40 years. These services are offered to refugees, political asylees, Cuban and Haitian entrants, certified victims of human trafficking, and other work-authorized immigrants. Services include job search assistance, résumé and interview preparation, cultural orientation, pre-employment vocational English language classes, skills training, job placement and follow-up and post-employment support. JVS partners with over 1,400 employers to support participants in finding and maintaining gainful employment that can lead to successful careers.

### Position Summary:

The **Vocational Training Partnership (VTP) AmeriCorps** is responsible for assisting with short-term job training instruction and career coaching to low income, refugee and immigrant participants. Vocational programs include Customer Service, Hospitality, Food Service, and Bank Career trainings that take place on-site at the JVS office, remotely, and off-site with employer partners. The AmeriCorps may be asked to assist with virtual, hybrid, and in-person services where necessary. This individual will gain knowledge about issues related to resettled refugees and political asylees during their career journeys and will assist clients to obtain economic self-sufficiency through job search strategies and vocational training. The AmeriCorps will work collaboratively with the Refugee Services Department staff to identify participants' barriers to employment, with the goal of creating opportunities for individuals that will lead to successful job placement, job retention, and career advancement.

### Essential Functions include:

#### VTP Instruction and Administration Assistance

- Helps to lead VTP classes or assist the Instructor, including leading discussions and activities
- Helps to develop and expand upon existing curriculum and lesson plans
- Helps develop language capacity for clients who are learning English for Speakers of Other Languages (ESOL)



- Coordinates and collaborates with VTP Instructor and Career Coaches for successful program implementation
- Helps with coordination and preparation of materials for training recruitment / pre-screening students and graduations
- May substitute for classes that the Instructor is unable to lead
- Attends regular team meetings
- Performs other related duties as assigned

**Career Coaching (for VTP and other Refugee Services clients as needed)**

- Screens and conducts participant intake interviews and orientations
- Assists participants in goal setting (both short- and long-term), career planning and educational services leading to job placement, skills upgrades and career advancement
- Assists coaches with active caseload of pre-employment and post-employment participants
- Assists clients with job applications, job search, résumé building, and interview preparation
- Helps to identify resources to reduce barriers to employment for clients

**Member Objectives:**

- Assist immigrants and refugee participants to gain economic stability by providing vocational training and supporting employment services
- Become a skilled and passionate service provider, educator, interpreter and/or advocate for Massachusetts immigrant and refugee communities
- Engage in direct service impacting the greater community by addressing urgent educational, social, and economic needs

**Required Knowledge and Skills:**

- Strong interpersonal, communication and organizational skills
- Ability to work independently and as part of a team
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds
- Familiarity with cover letter writing and résumé building (preferred)
- Experience in curriculum development for the adult learner (preferred)

**Location:** 75 Federal St. Boston, MA 02110 3<sup>rd</sup> Floor

During the COVID-19 pandemic, JVS is offering hybrid and remote services. Under normal circumstances, VTP classes and coaching services are based at the JVS main office in Boston, 75 Federal Street, 3rd floor. VTP trainings also include offsite components at employer partner locations in the Boston area. AmeriCorps members should be available to work in-person at JVS' main office as well as remotely, as the position requires.

AmeriCorps members are expected to adhere to JVS policies pertaining to COVID-19.