

**Title:** Job Readiness Class Assistant

**Schedule:** Tuesdays 9am-4pm, Thursdays 10am-4pm (-1 hour for lunch each day)

**About CWS Greensboro:**

Church World Service-Greensboro (CWS-G) Refugee and Immigration Program opened its doors in early 2009. CWS-G offers basic needs assistance, case management, cultural orientation, and employment services to refugees coming through the US Refugee Resettlement Program. CWS-G also provides legal and educational services for legal permanent residents who are eligible for US citizenship.

**Overview:**

Job Readiness Class is a service offered by CWS-G to assist clients who are seeking employment. In the class, students gain knowledge about the U.S. job cycle and employer expectations, and learn skills that will aid them both in finding and keeping a job. The majority of students are new arrivals to the country with varying levels of exposure to the English language and to the employment culture to which we are accustomed. The Job Readiness Class Assistant will work with the Employment Education Instructor in creating lessons that adhere to a previously-constructed curriculum. The Job Readiness Class Assistant will, along with the Employment Education Instructor and volunteer assistants, deliver lessons to adult refugee students in a multi-level classroom setting. The Job Readiness Class Assistant must be able to commit to 10-15 hours per week for a minimum of one semester (or 2 months during the summer).

**Duties and Responsibilities:**

Specific duties may include, but are not limited to:

- Acclimating new-coming refugee clients to job culture in the United States
- Teaching clients to use local resources including the library, bank, bus system, etc.
- Assisting clients in crafting resumes and learning valuable career skills
- Assisting Employment Education Instructor both in and out of class
- Developing and refining lesson plans to best address student needs
- Teaching lessons in a multi-level classroom setting
- Communicating with students who have varying levels of English proficiency

**Additional Opportunities:**

- Learning about the refugee resettlement process
- Learning about non-profit work
- Gaining deeper knowledge of employment skills

**Requirements:**

- An interest in Greensboro's refugee population
- Patience, flexibility, and open-mindedness
- Willingness to communicate with clients with low-level English skills
- Well organized, self-motivated, professional, honest, and reliable
- Ability to work as part of a team *and* independently

**An ideal candidate will have:** *(These qualifications are not required, but are highly beneficial)*

- Prior experience working with refugees/immigrants
- Experience with teaching English to Speakers of Other Languages
- Language proficiency: Swahili, French

**For additional information visit these websites:**

- [www.cwsglobal.org](http://www.cwsglobal.org)

**Please submit a cover letter and resume to [hche@cwsglobal.org](mailto:hche@cwsglobal.org). Please include length of internship and weekly availability.**