



Salem For Refugees - Employment Coordinator Role Description

Job Title: Employment Coordinator

Supervisor: Community Mobilization Team Supervisor

Role Purpose: To foster ongoing relationships with employment partners, while serving clients to help them navigate employment opportunities, training and career advancement.

Time Commitment: 30 hours per week with the option to work up to 40.

Role Requirements: Strong English written and verbal communication skills, highly organized, established relationships within Salem-Keizer and surrounding areas, and comfortable in person and on the phone making new contacts.

Bilingual Preferred: Spanish, Arabic, Swahili, French, Russian, Ukrainian, Pashto, Dari, or other language represented by New Neighbors in Salem.

Role Duties:

1. Build community partnerships in the area of employment.
 - a. Network with HR departments at local businesses and organizations to develop, nurture and expand SFR partnerships with employers committed to provide jobs for New Neighbors and advocate for the benefits of hiring refugees.
 - b. Clarify and define processes for hiring new neighbors with existing employment partners. Work with employers to eliminate barriers to the application process, onboarding, and training.
 - c. Invite potential partners to hear more about SFR and the families we work with.
2. Build partnerships with Employment Service Providers (IRCO, WorkSource Oregon, Willamette Workforce Partnerships, and Chemeketa office of Skilled Immigrants) to develop strategies for introducing long-term career planning into the early employment process.
3. Lead Employment Resource Teams by onboarding volunteers, assigning tasks and connecting volunteers to specific clients.
4. In partnership with the Community Mobilization Team, maintain organizational level relationships with community partners, planning monthly Welcoming Our New Neighbor meetings, and speaking on behalf of the organization.
5. Serve as the SFR main point of contact on employment-related issues.

This job description is not all-inclusive or an exhaustive statement of duties, responsibilities or requirements.

Interested parties should send cover letter and resume to Laurel Rightmer: laurel@salemforrefugees.org