



JOB READINESS – AUSTIN

Goal

World Relief's employment program assists program participants with integration by coming alongside them to prepare for the workforce.

Duties and Responsibilities

- Assist in creating resumes, cover letters, and practicing for job interviews
- Assist clients with job applications, on-boarding paperwork, and online employment trainings
- Provide transportation for clients to job interviews and job fairs
- Attend job fairs with World Relief staff and assist with orientations
- Properly handle and dispose of confidential information
- Assist with public transportation orientation(s) and job classes

Secondary Responsibilities

- Complete all onboarding steps in the Volunteer Portal:
 - Background Check – 5 mins
 - Local Live Orientation – 1.5 hours
 - E-Learning – 45 mins
 - References – 2 mins
- Review confidentiality statement and policies in the National Volunteer Handbook
- Log hours in the Volunteer Portal
- Report any concerns or conflicts to the Volunteer Coordinator

Time Requirements

We ask that volunteers in this role commit to a minimum of 2 hours a week for 3 months.

Location

Volunteers will perform tasks in the World Relief office. *Volunteers are not required to transport clients in this role, though the option is available to them.*

Skills & Qualifications

- Good oral and written communication skills.
- Comfortable working with non-native English speakers and/or translators.
- Basic computer knowledge, including MS Word and the ability to learn new programs.
- Willingness to be flexible