



POSITION TITLE:	Employment Workshop Assistant	REPORTS TO:	Employment Case Manager & Volunteer Services Coordinator
SCHEDULE & HOURS:	Every Friday, 10:00am-12:00pm		

OPPORTUNITY SUMMARY:

Tacoma Community House's employment services assist a variety of clients and support them with financial guidance, job search help, and building strong resume and interview skills. Our Employment Workshop is a space for clients to have access to a variety of job sites and up to date information on what is available. They gain support in navigating websites and applying to jobs during these sessions and have the option to do mock interviews with volunteers and our team.

As an Employment Workshop Assistant, you help TCH distribute these resources and bring your knowledge and experience to our clients and students. During the sessions you can expect to assist students in finding independence in their job search and navigating modern job processes.

QUALIFICATIONS:

- Preferred bilingual or multilingual but not required
- Basic computer navigation skills
- Patience and ability to walk through processes with clients
- Passion for the mission and vision of Tacoma Community House
- Ability to build rapport with diverse groups of people across the community from different social, cultural, economic, and educational backgrounds
- Deep respect and compassion for underserved communities

KEY RESPONSIBILITIES:

- Assisting clients in navigating websites and basic computer functions
- Assist with building resumes and filling out job applications

- Guide clients through mock interviews and provide appropriate feedback to improve their skills in interviewing
- Navigating clients to employment resources that TCH has gathered

STEPS TO APPLICATION:

If you are interested in participating as an Employment Workshop Assistant, please email our Volunteer Services Coordinator at americorps2@tacomacommunityhouse.org or fill out our inquiry form on our website here.

We Are a Welcoming Workplace

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.