INTERNATIONAL SERVICE CENTER

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**Job Announcements**

The International Service Center (ISC), a nonprofit social service organization helping refugees in becoming self-sufficient and fully integrated into the local community, is offering the following vacant positions:

1) Position: Bilingual Employment Program Specialist

1. Complete and update clients' Intakes, Employability Development Plans and prescribe appropriate training and placement activities.
2. Conduct relevant research (conventional and electronic) to identify new job leads and employers’ contacts and regularly update ISC’s Employers Directory.
3. Provide culturally appropriate guidance to clients and accompany them to job interviews whenever needed to facilitate placement transactions.
4. Refer LEP clients to ESL classes conducted by local Churches, school districts, or other Partners-in-Mission, and provide needed interpretation to help with enrollment
5. Conduct planned work-site assessment visits to develop appropriate Vocational English Language Training (VELT) instructional materials and negotiate placement transactions.
6. Coordinate the provision of appropriate VELT instruction at the ISC or at other conveniently located learning sites by trained Consultants.
7. Responsible for the coordination of all relevant Program activities and assignments of Language Consultants.
8. Maintain appropriate case file management system to document client profiles and all program activities, as required by PA-RRP.

Minimum Requirements for Bilingual Employment Program Specialist:

1. Fluent in Arabic, Creole, Dari, Spanish, Swahili, or Ukrainian.
2. Bachelor’s degree in business, education, law, or similar disciplines.
3. At least one year’s experience in professional office work preferred.

2) Position: Bilingual Employment Program Assistant

1. Assist the Program Specialist in the translation of relevant documents for dissemination to LEP refugees to increase their awareness of available programs and benefits.
2. Assist the Program Specialist in completing and updating clients' Intakes, Employability Development Plans and prescribe appropriate training and placement activities.
3. Refer LEP clients to ESL classes conducted by local Churches, school districts, or other Partners-in-Mission, and provide needed interpretation to help with enrollment
4. Assist the Program Specialist in providing culturally appropriate information to clients and accompany them to job interviews whenever needed to facilitate placement transactions.
5. Assist the Program Specialist in assessing LEP refugee needs and provide relevant information or make appropriate referrals to other service providers.
6. Assist the Program Specialist in the planning and participation in relevant community outreach events, community orientations, meetings, consultations, trainings, and conferences.
7. Assist the Program Manager in the preparation and timely submission of periodic reports as assigned.
8. Maintain adequate records of service activities to document accuracy of performance data, completeness of case files, accountability requirements, and compliance with government requirements

Minimum Requirements for Bilingual Employment Program Assistant:

1. Fluent in Arabic, Creole, Dari, Spanish, Swahili, or Ukrainian.
2. Associate’s degree in liberal arts or equivalent education level.
3. Experience in office professional work or community services preferred.

Salaries are commensurate with a combination of educational background and prior experience.

Interested candidates should send their resumes to Dr. Phuong Truong at tnp@isc76.org.