



Employment Coach AmeriCorp Member

Job Description

Merging Agriculture, Kitchens and Employment (MAKE) Projects is a food-based social enterprise where trainees gain real work experience in a paid, hands-on, team environment and engaged in all aspects of MAKE business operations. The mission of MAKE Projects is to equip refugee and immigrant women and youth with job readiness skills to gain employment and confidence in their dreams. Trainees receive services in resume development, mock interviews and customized job search, retention and advancement to ensure they succeed in their post-MAKE jobs after graduating from our 8-week (youth) or 12-week (adult) program.

Learn more about MAKE Projects at www.sdmake.org

Role Overview:

- Provide vocational English and job skills training for program participants. These trainings can be in small group and individual format.
- Provide one-on-one job search support for participants. Support participants during the job search and interviewing process. Conduct evaluations with program graduates to measure long-term impacts and success of these programs.
- Increase community employment relationships and support for MAKE Projects, particularly with regard to client job placements and business expansion.
- Develop tools and processes to increase MAKE staff capacity, reach and efficiency with operational activities of our adult and youth job training programs
- Enter all client demographic and program outcome data in a timely fashion into MAKE Projects' database system.
- Comply with all policies, procedures, and protocols of the agency.
- Participate in all program meetings and staff/volunteer development activities.

The ideal candidate:

- Looking for an intense, immersive and highly-educational experience
- Wants a once-in-a-lifetime chance to be part of building a new organization and movement for more inclusive society and economy in San Diego
- Loves learning, working hard and has a growth mindset (open, curious and can look for the positive side of every situation)
- Has lived experience as a refugee, immigrant or growing up in a lower-income household or community

Other important details:

- 10-month commitment (1,700 hours)
- \$20,000 living allowance plus health benefits
- An additional \$6,345 education award (pays off student loans or towards grad school)
- \$40 a month cell phone stipend, mileage reimbursement

Interested applicants should email their resume to alexandra.steinhaus@sdmake.org

*MAKE Projects is a fiscally-sponsored project of Mission Edge, a 501c3 nonprofit organization. Mission Edge is an equal opportunity employer. Mission Edge does not discriminate on the basis of sex, race, color, creed, national origin, marital status, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability. **Any offer of employment is contingent upon the satisfactory results of reference and background checks.***