



Employer Engagement and Placement Coordinator

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

Job Summary: The Employer Engagement and Placement Coordinator grows and maintains strategic employer relationships to further the program goals of the Employment and Career Services team. The Employer Engagement and Placement Coordinator will support clients throughout the employment process by assessing skills and employability factors, matching them to appropriate open positions, and advocating for hiring and retention with employers. They will work closely with the Employment and Career Supports team to support client training, growth, and barrier reduction.

Hours: Full-time, 40 hours per week

Salary Range: \$22-24/hour, depending on qualifications

Benefits: Medical, Dental, HSA, Life Insurance, Long-Term Disability, 403b Retirement Account, Accident Insurance, Paid Time Off and Holiday Pay.

Responsibilities:

- Initiate and maintain strategic relationships with a portfolio of Twin Cities area employers to further program goals of initial placements and job upgrades.
- Use a strengths-based approach with clients while assessing interests, skills and employability and executing individualized employment plans in collaboration with ECS team.
- Identify and track job leads, applications, and interviews for clients and communicate with clients regarding job descriptions, expectations and hiring processes.
- Strategize employers, industries and other potential partnerships to pursue in coordination with Director of Empowerment.
- Offer tailored interview assistance and support to clients to ensure adequate preparation for interview process.
- Coordinate transportation assistance for clients to interviews and job onboarding.
- Serve as a main point of contact for employers throughout the hiring and onboarding process and beyond to advocate for clients, troubleshoot issues that arise, and increase retention.



- Collaborate with Arrive Ministries and ECS team to achieve quarterly contractual goals related to initial job placements and job upgrades.
- Work closely with other staff, interns, and volunteers to provide holistic services to each client and coordinate care.
- Maintain thorough and up-to-date case notes and case documentation detailing clients' progress in MRIS and internal databases, ensuring compliance with Department of Human Services and Resettlement Programs Office contractual obligations.
- Participate and collaborate with other ECS providers on meetings, projects and committees as required by contractual obligations.
- Other responsibilities as needed, including but not limited to: coordinating job readiness training, completing household stability documentation and other documentation required by Department of Human Services and Resettlement Programs office contracts.

Knowledge and Skills required:

- Bachelor's degree in business, global studies, communications or related field
- Two or more years of experience providing client services, case management, workforce development, social services, ministry, or related professional experience
- Demonstrated ability to work independently, communicate professionally (verbal and written), take initiative, and build collaborative professional relationships with internal and external partners
- Patience and compassion with people in transition and limited English capabilities.
- Desire to serve and empower the Church to impact vulnerable communities
- Valid MN Driver's license with proof of insurance and good driving record
- Mature and personal Christian faith
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Preferred:

- Ability to speak a second, relevant language (Russian, Pashto, Somali, Arabic, Oromo, Swahili, Spanish, Ukrainian, etc.)
- Experience and familiarity with social service and employment environment in the Twin Cities metro area
- Experience in business development, sales or recruiting

Additional Information:

- Reports to: Director of Empowerment
- This position works out of Richfield, MN Headquarters
- 40 hours/week, Full-time, non-exempt
- Regular office hours 8:30am-5pm, with occasional evening work as assigned