

## **Job Description**

**Position:** Project Manager

**Hiring Organization:** Oromo Community Organization (OCO)

**Salary:** Commensurate with experience

**Accountability:** Accountable to the Executive Committee (EC) of OCO

**Status:** Non-Exempt, Part-time or Full-time

**Duration of Employment:** Initial appointment up to one year and renewable subject to fund availability and outstanding performance.

**Posted date:** January 23, 2010

**Closing date:** February 22, 2010

### **Job Summary:**

This position provides specific program services such as: intake processing, recording and filing, employment and employment orientation, cultural orientation and case management, translation services, English language training, and referrals to service providers. She /He must provide quality client social services in accordance with the standards, ethics, and mission of the OCO and abide by the established program policies and procedures as well as must have a strong leadership skills and experience as position requires to coordinate and supervise several volunteers.

### **Specific Job description:**

- Process initial client's intake and schedule.
- Maintain confidential client information database.
- Conduct initial employability assessment and other needs of clients and make referrals to employers and service providers.
- Keep regular contact with a client to provide ongoing case management and employment services.
- Develop and conduct job search and training, and cultural orientation.
- Make contacts with employers and establish relations with other communities in the Metropolitan Washington DC areas and acquire info on their current and upcoming employment needs.
- Assists clients to develop career planning and job search, and train clients about employer expectations and provide them with job interview tips.
- Obtain job leads through newspapers, telephone calls, Internet, personal contact.
- Keep the Executive Committee informed of client and other activities.
- Participate in all required Oromo Community meetings and trainings.
- Coordinate and supervise volunteers
- Provide English Language training, oral and written language translations, as needed.
- Identify other training needs of clients, plan and organize volunteers to cater to such needs.
- Perform work-related duties as assigned.

### **Education and Experience:**

- Bachelor degree in Social Work, Human Services, Business Management, Marketing or a related discipline, or
- A combination of education, training, and work experience in lieu of degree requirement

### **Skills:**

- Oromo-English speaker; good verbal and written skills in English and Oromo languages;
- Computer skills, record keeping skills, and attention to details
- Good interpersonal, leadership and communication skills
- Report writing and presentation skills
- Ability to solve problems as well as meet deadlines
- Demonstrated cultural competence and responsiveness

### **Application materials and deadline:**

Applications should include a CV, writing sample both in Afaan Oromo and English or a minimum of 3 letters of reference in lieu of writing sample. Any applications received by February 22, 2010 are guaranteed full consideration, but the position will be open until filled.

***NB: the position is contingent to budget approval from the BOD and funding community.***