



BRIDGING CULTURES
COMMUNITIES & GENERATIONS

CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Employment Specialist (Fluent in English and Chinese)

REPORTS TO: Employment Program Coordinator

HOURS: Monday – Friday, 8:30 am – 5:00 pm

PAY RATE: \$25.00 - \$27.00 per hour, non exempt

ABOUT: CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

CISC is hiring a full-time Employment Specialist for the employment program that focuses on helping immigrants find job opportunities that align with their backgrounds, skills, experience, and career goals. The program also assists in connecting participants with professional training that can lead to career advancement.

Aligned with CISC's core values—community, compassion, empowerment, equity, and inclusion—the program strives to build a supportive, culturally inclusive environment where immigrants and their families can thrive. Working alongside with the Family Support Workers at Family Resource Center Program, the Employment Program Specialist will focus on connecting immigrants to essential resources and opportunities that enable personal and professional growth.

Key responsibilities include, but are not limited to, data collection, community outreach and providing resources and support to immigrants facing challenges such as cultural and language barriers in their pursuit of meaningful employment. This position reports to the Employment Program Coordinator.

JOB DUTIES:

- Conduct assessments to evaluate non-English speaking immigrants' employment readiness based on their skills, education and experience
- Assisting immigrants to identify their career goals and barriers to employment
- Provide employment support such as employment counseling, job search assistance, resume writing, job application support and preparation of interviews.
- Cultivate and maintain relationships with local businesses, employers and professional training providers to create employment opportunities for immigrants.
- Develop and facilitate workshops/training on job search techniques, resume writing, interview preparation, workers' rights and workplace skills.
- Partner with professional training providers to offer professional training that enable immigrants to secure professional opportunities and achieve their careers and personal goals.
- Maintain and update documentation and records of contacts with immigrants, employers and professional training providers.



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- Collect, enter and compile data for reporting and program evaluation in compliance with organizational and funders' requirements.
- Attend meetings and professional training as required.
- Provide family support service to decrease barriers to employment
- Perform other duties as assigned by supervisor.

QUALIFICATIONS:

- BA/BS degree in psychology, social work, education or related social service field, or A.A. degree in social science, education or related field with at least two (2) years of work or volunteer experience in human service, educational or community-based programs.
- Experience and/or demonstrated ability to support Non-English speaking immigrants and address their unique challenges to employment.
- Experience in community outreach and collaboration.
- Good organizational skills and detail-oriented demonstrating the ability to manage multiple tasks.
- Good written and verbal communication skills.
- Must be able to speak, read and write Chinese and English. (both Cantonese and Mandarin preferred)
- Valid Washington State driver's license, own car and auto insurance.
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan
- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually
- 10 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION:

CISC Office
611 South Lane Street
Seattle, WA 98104

APPLICATION:

Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE:

Open until position filled

CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race,

CISC

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color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.