

## **EMPLOYMENT SERVICES COORDINATOR FOR REFUGEE SERVICES CATHOLIC CHARITIES, ORLANDO, FL**

CATHOLIC CHARITIES OF CENTRAL FLORIDA

**Closing Date:** When Filled

**FT/PT FULL TIME**

**Minimum Salary:** Commensurate with qualifications and experience

**Description of Position:** The Employment Services Coordinator will provide leadership, mentoring, supervision and support to all staff, interns and volunteers of the Refugee Employment program, including oversight of the Employment Specialist team.

**Educational Qualifications:** Bachelor's degree. Must have both oral and written Bilingual communication skills. Applicant must be experienced in Microsoft Office and willing to learn new software products utilized by the agency.

**Experience Qualifications:** Minimum two-year experience in supervision of employment related work or work force programs; must have previous success in supervising an employment program. Position requires highly organized individual with demonstrated success in managing multiple priorities and delivering quantifiable results with tight deadlines; must be capable of preparing detailed reports and promoting the program in the community. Knowledge of local job market is essential. Must have knowledge of local businesses for job placement as well as local social service agencies and services they provide for possible referrals.

Applicants will be background screened and fingerprinted in keeping with the policies of the Diocese of Orlando and must have a valid Florida driver's license and a clean driving record.

**Send letter of interest, resume, references and completed Employment Application (found on this website) to:**

Ms. Jean Comazzi , Director, Human Resources  
Catholic Charities of Central Florida  
1819 North Semoran Blvd.  
Orlando, FL 32807

**Phone Number:** No phone calls please.

**Facsimile Number:** (407) 382-1340

**E-Mail Address:** [jean.comazzi@cflcc.org](mailto:jean.comazzi@cflcc.org)

**Entity Website Address:** [www.cflcc.org](http://www.cflcc.org)

