

## **Transition Specialist**

### **Chinese Mutual Aid Association**



Chinese Mutual Aid Association (CMAA) is seeking a Transition Specialist to provide administrative support for our Adult Education and Workforce Department at our satellite Elgin office. The Transition Specialist will aid low-income immigrants and refugees in exploring and obtaining career, postsecondary education, and training opportunities. This is a full-time position.

The ideal candidate will display a deep commitment to offering high-quality services to the immigrant community. They will be committed to getting results in a fast-paced environment and able to handle multiple projects independently. This position is an excellent opportunity to learn about and engage various ethnic and low-income communities and to contribute to a forward-thinking team dedicated to building a sustainable Adult Education and Workforce Department.

### **About Chinese Mutual Aid Association**

Chinese Mutual Aid Association is a fast-paced organization, dedicated to fostering the integration of the Pan-Asian immigrant and refugee community into U.S. culture. Established in 1981, CMAA has been a cornerstone of the Uptown community since then, providing programming for generations of low-income youth, adults, and senior citizens. In addition to offering services out of their main site in Chicago, CMAA has also been offering Adult Education programming in Elgin since November 2017.

### **Job Responsibilities**

The Transition Specialist is responsible for the following:

- Developing and implementing a comprehensive system to coordinate and encourage classroom-to-workforce opportunities
- Providing case management, developing Individualized Employment Plans (IEPs) and transition plans to adult education and workforce clients
- Coordinating classroom-to-workforce activities in ABE and ESL classrooms, including scheduling guest speakers and organizing field trips to work sites and vocational training programs; facilitating workforce-readiness trainings for CMAA and partner agencies
- Conducting regular Employment Readiness Workshops, including performing outreach to students/clients to meet attendance metrics, tracking attendance, and continually evaluating and improving the workshops
- Setting goals with students in class every term and monitoring goals utilizing databases, facilitating and tracking necessary referrals to assist in their goals, and performing regular check-ins with students to track progress
- Serving as a liaison with community colleges, vocational and bridge programming, and job placement services to encourage the further development of classroom-to-workforce opportunities
- Working with the Adult Education team and Management to research and identify opportunities for program growth and improvement, specifically around Bridge and Integrated Education and Training programming; assisting in grant proposals
- Attending and presenting at partner meetings, representing CMAA; keeping abreast of relevant information and updating partners as necessary
- Performing other duties as assigned

### **Key Competencies**

We're seeking candidates who are passionate about working with immigrant communities, demonstrate initiative and critical thinking skills, are strong communicators, and excel in relationship building. You should have:

- A demonstrated commitment to meeting a high bar and a strong interest in working with a limited English proficient population

- Training and/or experience in teaching, counseling, school-to-work initiatives, administration, or other areas
- Strong knowledge of Google platforms and Microsoft Office, especially Excel
- Experience managing multiple projects and a demonstrated ability to adhere to deadlines
- Proven ability to work both independently and as a team member, cooperating with and demonstrating cultural sensitivity to staff and constituents
- Experience teaching limited-English proficient students and contextualized literacy and/or bridge programming
- Strong digital literacy skills

Proficiency in a second language is a plus but not required.

### **How to Apply**

Please send a cover letter and resume to [humanresources@chinesemutualaid.org](mailto:humanresources@chinesemutualaid.org) by Friday, January 28.

**Chinese Mutual Aid Association is an Equal Opportunity Employer.**