

Jack Tyler / Scope of Work

Contractor under International Rescue Committee sub-grant

- Work one-on-one with IRC referred clients to match them to suitable job openings and assist with the job search process.
- Lead employment related workshops such as Job Search Process, Resume Writing and Job Club.
- Maintain accurate, up-to-date case notes and files on all clients.
- Represent the Alameda / North Cities One Stop Career Centers at required monthly partner meetings.
- Liaison with Alameda / North Cities One Stop staff to assist with job placement activities.