



AmeriCorps Access Workforce Development



Job Seeker Assistance

- Resume writing
- Cover letter review
- Interview practices
- Job retention skills
- Online job searches

Statistical Highlights 2012–2014

- 36 Graduated Members
- 48,251 Total Service Hours
- 2,634 Combined Member Outreach Activities

Members serve full time for one year—
September 19, 2016
to August 31, 2017

Apply online at
my.americorps.gov
(use Internet Explorer)

Specific Duties / Major Tasks

- Work closely with all staff and partners to provide a seamless delivery of services to NCWorks Career Center customers (NCWorks.gov registration, resumes, computer use and more)
- Work one-on-one with persons with disabilities and other barriers to employment (veterans, former offenders, disconnected youth, homeless) to increase their employment opportunities
- Educate the community about workforce development services by participating in numerous activities (presentations, on-site visits, phone calls) and deliver employment-related workshops
- Work with local community groups to increase disability awareness and the services available
- Provide team service to non-profits in our area
- Become part of a community disaster team to assist if the need arises

Qualifications

- Desire to work with people who need assistance with their job search and who may have multiple barriers to employment
- Ability to work as part of a team and individually
- 21 years of age or older
- US Citizen or lawful permanent resident
- HS Diploma or GED, some college preferred
- Proficiency in computer technology (Word, email, internet search engines) and ability to learn new systems
- Patience, compassion, and flexibility

Benefits

- Bi-monthly stipend—up to \$12,530/year
- Education award—\$5,775 upon successful completion of service term
- Healthcare reimbursement
- Be a part of a team that helps people create better futures!

Contact

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CAPITAL AREA
WORKFORCE DEVELOPMENT