

Westmoreland Volunteers Corps  
Westmoreland Congregational United Church of Christ  
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Bethesda, Maryland 20816  
301/229-7766 (ph) 301/229-0989 (fax)  
<http://www.westmorelandvolcorps.org>

**AGENCY PLACEMENT OPPORTUNITY FOR 2018-19**

AGENCY NAME: Jubilee Jobs

ADDRESS: 2712 Ontario Road NW  
Washington, DC 20009

CONTACT PERSON: Emily Hincer, Volunteer Coordinator

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**JOB DESCRIPTION:**

Jubilee Jobs welcomes the chance to offer the opportunity to an individual from the Westmoreland Volunteer Corps to work as one of our esteemed job counselors. Job responsibilities entail: conducting intake interviews with job seekers to assess skills and challenges to employment; leading small-group workshops and one-on-one counseling to prepare job seekers for marketplace jobs; developing and building relations with D.C. area employers to promote access for job seekers to current job openings; connecting job seekers to appropriate job openings; providing support, encouragement and professional development to job seekers after they obtain employment; and providing programmatic support to assist workers in achieving their short-term and long-term career goals.

**RELATIONSHIP TO AGENCY OBJECTIVES:**

Since 1981, Jubilee Jobs has been connecting employers across the Washington, DC, metropolitan area with qualified and well-prepared candidates. We began by responding to the needs of individuals residing in a local, low-income housing program. Through our process of compassionate, professional job preparation and placement, over 26,000 people have gone to work, meeting the needs of the business community citywide. Work for sustenance, dignity and hope describes the common goal of Jubilee Jobs that we share with those we serve. We hold fast to our mission of providing our clients with skilled, compassionate job preparation, placement and retention services, as well as, support for advancement toward earning a living wage.

**QUALIFICATIONS OR SKILLS:**

An ideal candidate must be: responsible, hardworking, and dedicated to the mission of Jubilee Jobs; organized with the ability to prioritize and multi-task; possess a high level of communication and interpersonal skills; familiar with Microsoft Word, Excel, or PowerPoint; be comfortable working in a fast-paced environment; and previous experience working either in social work, with nonprofit organizations, or in a customer service position.

SUPERVISOR: Terry Flood, Executive Director