

# WE'RE HIRING!

## SHIFA360 Administrative Assistant

### Position Summary:

Somali Family Service of San Diego provides culturally sensitive and linguistically appropriate services to refugees, immigrants, and other underserved populations. The SHIFA360 Administrative Assistant hired for this position will be providing support and assistance to students enrolled in the SHIFA360 workforce development programs which featuring both training and employment components.

**Status:** Full-Time, Non-Exempt

**Hours Per Week:** 40 Hours

**Start Date:** January 2023

## Functions

- Communicate with students and instructors to provide pertinent updates and address questions
- Provide ongoing monitoring and evaluation of the training courses through conducting surveys, focus groups, and interviews
- Prepare training materials and conduct ongoing review and improvements
- Management and monitoring of the learning management system
- Coordinate and communicate with employment partners to place program graduates into vacant positions
- Provide job readiness support via resume editing and mock interviews
- Ongoing participation in program meetings and coordinating meetings with external partners and stakeholders

## To Apply

Please send your resume and cover letter to [HR@SFSSD.ORG](mailto:HR@SFSSD.ORG)