



**Capital Area  
AmeriCorps Member Job Description  
Access JobLink**

Make a difference in someone's life! Access JobLink members assist people with disabilities and other obstacles to employment with their job search through numerous activities such as advising on resume writing, interviewing, and career goal setting. Members can also earn an education award for future higher education or pay off an existing student loan.

**Specific Duties/Major Tasks**

- 1) Work closely with JobLink staff and partners to provide a seamless delivery of services to JobLink customers.
- 2) Work one-on-one with persons with disabilities and other barriers to employment to increase their employment opportunities.
- 3) Educate the community regarding JobLink services by participating in numerous activities (presentations, on-site visits, phone calls) and deliver employment related workshops.
- 4) Work with local community groups to increase disability awareness and the services available.
- 5) Become part of a community disaster team to assist when the need arises.

**Qualifications**

- 1) Desire to work with people who need assistance with their job search and who may have multiple barriers to employment (persons with disabilities, ex-offenders, at-risk youth, older workers).
- 2) Ability to work as part of a team and individually.
- 3) 21 years of age or older
- 4) US Citizen or lawful permanent resident
- 5) High School Diploma or GED or currently working toward a GED
- 6) Proficiency in basic computer technology skills (Word, E-mail, Internet Explorer, WinWay resume)

**Benefits**

- 1) Healthcare Provided (FT members only)
- 2) Living Stipend paid Monthly – (up to \$12,000/year)
- 3) Education Award - \$4,725 (FT member); \$2,362 (PT member) - upon successful completion of term of service
- 4) Numerous cross-training opportunities
- 5) Be part of a team that assists people seeking employment

AmeriCorps members serve full- or part-time, for one year. If interested, please contact Ray Riordan, Access JobLink AmeriCorps Program Manager, at (919) 856-5992 or ray.riordan@co.wake.nc.us



*Equal Opportunity Employer/Program  
Auxiliary aids and services available upon request to persons with disabilities*