



**San Francisco Clean City Coalition
Job Description**

Job Title: Employment Counselor
Reports to: Clean City Partnership Program Manager
Salary: \$15.00 hour
Work Schedule: Part-Time (Monday to Friday)
Various shifts, schedules between 20 to 34 hours per week

The Clean City Coalition is a non-profit organization that promotes and supports cleaning, greening, and beautification activities throughout San Francisco.

The Clean City Partnership Program offers very low-income and marginally housed residents of San Francisco transitional employment, job readiness training and assistance with job placement through participation in community improvement projects and vocational support services.

Job Responsibilities:

- Facilitating job searches for program participants to access the wide range of employment related resources available
- Providing literature and examples of proper resumes, cover letters, and follow up letters and assisting participants in writing and formatting these documents for use with email and online services. Review and offer feedback to participants on these items and other employment related documentation.
- Scheduling appointments with participants, on an ongoing basis, to clarify goals and directions.
- Assisting with supervision of program resource center operations including: computers, Internet use, telephones, faxes and photocopier.
- Assistance with training on software applications, including Microsoft Word, Excel, Access, Outlook and PowerPoint as requested by participants.
- Referring participants (on an as-needed basis) to specialty resources available through other organizations, training centers and educational providers.
- Other duties as needed.

Qualifications:

- Strong writing, communication and organizational skills
- Two years of Employment Counseling or related job training experience
- Computer literate (including Word, Excel and other website/publishing software)
- Ability to work with a wide range of people
- Knowledge of Spanish or Cantonese a plus

Please submit resume and cover letter to:

Employment Counselor Position
c/o Executive Director
San Francisco Clean City Coalition
1016 Howard Street
San Francisco, CA 94103

Email: info@sfcleancity.com
Fax: (415) 552-9202

NO phone calls please!