

Job Description

Position: Employment Resources Assistant

Reports to: Director of Programming

Primary Location: Connections Work

Classification: G1 – Support

Creation/Revision Date: 08/25/2026

Job Summary:

The Employment Resources Assistant supports Connections Work's efforts to connect individuals with meaningful employment opportunities. Working closely with the Employment Development Specialist (EDS), this position researches job openings and hiring events, maintains and updates the agency's Virtual Job Board, and creates clear, engaging employment resource flyers. This is a flexible, part-time position that offers the opportunity to contribute to Connections Work's mission while using computer, research, communication, and organizational skills.

Agency Culture and Values:

At Connections Work, we have core beliefs and behaviors that define our culture. We believe that all people have value, mistakes do not define us, how we show up each day is critical to our success, and psychological safety is a basic human need. We believe that not everyone has the same opportunities, and that positive change is possible through hope, opportunity, and second chances.

All employees, leaders, members of the Board of Directors and volunteers are all encouraged to embed these beliefs into their practices, policies, procedures, decisions, and interactions at Connections Work, and model our defined behaviors that stem from these beliefs.

Essential Functions:

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, ability, and behaviors required. Reasonable accommodation may be made.

1. Assist in maintaining and updating Virtual Job Board (VJB) – hosted on WIX platform.
2. Review VJB flyers to confirm relevance and accuracy.
3. Use Canva to create new or update existing flyers and upload to VJB.
4. Review job resources daily to identify employment opportunities and hiring events. Consult with the EDS for approval prior to creating flyers.
5. Attend and actively participate in applicable team meetings and events when able.

Special Requirements:

1. Bilingual in English and Spanish with skill in oral and written communication, including Spanish communication is preferred, but not required.
2. Must complete ongoing training and/or certifications as required for position.
3. Must abide by the policies and procedures detailed in the Connections Work Personnel Policies and Procedures Manual, the relevant sections of the PADO and the PBPP Code of Ethics, Codes of Conduct and PREA Standards, and the relevant sections of the BCJS manual.

Additional Responsibilities:

1. Perform any related duties as directed by leadership.
2. Keep professional relations at a high standard with Connections Work, Berks County Jail System (BCJS), the PA DOC, the PBPP, RMCTC, HFHBC and other service providers, criminal and juvenile justice system officials, volunteers, mentors, partners and related professionals.

Note: The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Connections Work. Connections Work is an equal opportunity employer.

EMPLOYMENT RESOURCES ASSISTANT— Signature / Date

DIRECTOR OF PROGRAMMING — Signature / Date

PRINTED NAME

PRINTED NAME