

CAREER EDUCATION NAVIGATOR

Major Function: Assist individuals living in communities served by Springboard in developing, implementing, and successfully completing individualized career and/or educational plans, aimed at supporting long-term economic self-sufficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide residents with individual job placement assistance and education support as needed. This includes: Resume writing, assisting with enrollment applications, financial aid, interviewing, job search tools and strategies, job referrals, job development and assistance with employment barrier resolution through providing direct support and referrals to appropriate resources.
- Develop and implement a training curriculum focused on job readiness, employability and life skills, and financial literacy that can be taught as a recurring course in communities.
- Assist participants in utilizing a strengths-based approach to identify and troubleshoot potential barriers early and refer to appropriate resources. This could include working with the Community Social Worker in developing individualized employability/employment plans and also includes providing direct one-on-one support to help individuals overcome barriers to employment. This may also include assisting individuals with negotiating reasonable accommodations as needed.
- Work closely with employment services vendors, community partners, and education providers to receive necessary employment, training, and educational services.
- Provide participants with individual job coaching and follow-up needed to negotiate between community employment services vendors and a host of other community resources needed to successful gain and maintain employment.
- Develop partnerships with education providers to ensure that participants have the education and training needed to achieve long-term economic self-sufficiency.
- Meet regularly with program participants individually, as well as, in groups or cohorts of students.
- Assess students' academic and personal needs and barriers to determine appropriate support services.
- Assist in the development of written education and career plans.
- Reduce barriers to participants in the college application and employment process and assisting in their long-term success.

Connecting with Partners

- Develop partnerships with a diverse set of employers, as well as, education providers. This includes actively researching potential job and education opportunities to assist participants entering employment or institutions of higher learning.
- Develop and maintain relationships with prospective employers in a wide range of industries depending on participant needs.
- Attend industry meetings and events to maximize communications and gain a detailed understanding of the sector and employment opportunities.
- Organize hiring events for employers utilizing and leveraging key partners and stakeholders throughout the city.
- Assist Springboard leadership in organizing and implementing an employee/employer roundtable to assess needs and begin to develop partnerships.

Program

- Track all job and educational development activities, workshops, placements and obtained employment and/or education. Using this data, develop monthly or quarterly activity and outcome reports depending on individualized needs.
- Prepare, submit and present all reports, updates and information to partners and STO leadership.

ESSENTIAL SKILLS AND EXPERIENCE:

- Bachelor's degree required in career development, education, psychology, communications, social services, or other related field.
- Demonstrated experience effectively connecting participants with complex needs to community resources including low-income populations.
- Effective human services skills such as coaching, mentoring, supervision, client motivation, and tracking of such services.
- Demonstrated experience in career development, education attainment, job development and individualized job placement required.
- Proven ability to work collaboratively with supervisors, co-workers, partners, and other community members to identify and achieve common goals.
- Ability to flexibly meet competing demands of participants, employers, partners and team members while maintaining focus on scope of role to achieve outcomes.
- Demonstrated organizational and office skills in developing, managing and tracking program materials, processes, and procedures. Additionally, very comfortable and adept at using computer and mobile computing technology like Wi-Fi, laptops, smart phones, Microsoft Office products, Google web based products, databases, etc.

- Ability to communicate effectively both orally and in writing as well as personify a pleasant and friendly atmosphere to the general public, staff, leadership, and the Board
- Ability to effectively transition between multiple work locations.
- Knowledge of employment and educational issues faced by low income adults entering college and/or workforce environment, including TANF populations.

DESIRABLE SKILLS, QUALIFICATIONS AND EXPERIENCE:

- Master's degree in career development, education, psychology, communications, social services, or other related field.
- Ability to conduct respectful outreach and engagement activities and coordinate wrap around services.
- Possess excellent critical thinking and decision making skills, which includes regular communication with supervisor to ensure tasks and project goals are in alignment with scopes of work and overall strategic outcomes.
- Demonstrated ability to communicate complex information in an accessible manner tailored to the audience which includes participants, partners, presentations, etc.

This is a full-time (40 hours/week) position. Salary is competitive and commensurate with experience. Benefits include health insurance, short and long term disability insurance, paid time off and retirement plan.

Springboard To Opportunities is a 501©3 organization that connects families living in affordable housing with resources and programs to help with advancement in school, work, and life.

Interested Candidates should send the following documents to freshperspectiveconsulting@gmail.com

- **Cover Letter with salary requirements**
- **Resume**
- **List of four references with email and contact phone number**