



JOB DESCRIPTION

Career Navigator – New American Cities (NAC)

FLSA Status: Non-Exempt

Status: Full-time

Reports to: Executive Director

Supervises: Pathway Builder

Travel: Less than 10 days a year

Department: New American Cities

JOB PURPOSE: The Career Navigator will provide individualized career navigation services for refugees and immigrants seeking career advancement. The Career Navigator will work one on one with each participant to identify career goals and determine the best pathway to achieve those goals. This includes but is not limited to career exploration, overcoming barriers, accessing trainings, building soft skills for career advancement, and making a connection between the participants and employers

QUALIFICATIONS:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct outreach and recruitment to enroll at least 50 refugee participants in the program each year.
- Complete Individualized Career Development Plans with each participant to assessment of each skills, along with their career and educational goals.
- Coordinate activities, experiences, and workshops around career fields of interest such as career days, panels, and job shadowing.
- Connect participants with a mentor with experience in the field of the career goal. Provide support and guidance for mentors.
- Connect participants to ESL, GED, digital literacy or other relevant trainings needed for participants to achieve career advancement or to be eligible for a certification program

- Facilitate workshops to train refugees on the soft skills needed for career advancement
- Connect participants in relevant certification programs needed for upskilling
- Refer participants to mainstream workforce development to access training and resources.
- Support refugees in finding the “next” job- ideally in the field of the career goal or in a role that is developing skills that contribute to the career goal.
- Work closely with the Pathways builders to ensure that each refugee participant will receive appropriate services.

Additional Employment Expectations:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employment contract, implied or otherwise.

The Center employees must support its mission to promote the well-being of culturally diverse individuals and families within our community by welcoming our new neighbors, refugees and immigrants and by providing individual and community-centered activities designed to create opportunity and facilitate understanding.

The Center is an Equal Opportunity Employer. No person shall be discriminated against because of race, gender, color, creed, national origin, ancestry, age, sex, religion, handicap, sexual orientation, genetic information, marital or veteran status, or any other protected class or status recognized by federal, state or local law.

All employment decisions will be based on Equal Employment Opportunity laws.