



CAREER NAVIGATOR – WORKFORCE DEVELOPMENT
Full-Time Exempt • Location: Beacon Hill, Seattle
Equal Opportunity Employer

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

As the Career Navigator, what will you do?

Guided by the mission and values of SJI, the Career Navigator will recruit, assess and enroll participants in SJI's training and employment programs, and provide wrap around supports during job placement and retention. They will provide strengths-based coaching to identify the needs and career goals of each participant matching them to appropriate programs, services and resources on their path to occupational advancement.

If any of these areas ring true to your experience or passions, let us know. We'd love to hear from you.

What qualifications and experience will our Career Navigator bring to SJI?

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, promotes equity through racial and social justice, and leadership behavior.**
- **EDUCATION:** Associate's degree in Human Services, Social Work, Education, Workforce development or related field. Relevant experience may be accepted in lieu of a degree. BA/BS degree in Human Services, Social Work, Education or Workforce Development preferred.
 - **EXPERIENCE:**
 - 1-2 years' experience in case management services in workforce development (preferred).
 - Intermediate skills in Microsoft Excel, Word and Outlook required.
 - Experience with case management databases (preferred).
 - Bilingual/multilingual capabilities a plus.
- **OTHER QUALIFICATIONS:**
 - Ability to provide coaching, support and advocacy for individuals seeking employment and training opportunities to advance their career growth.
 - Self-directed and motivated to support participant success, taking initiative to seek improvement and explores new opportunities for clients.
 - Demonstrated relationship-building skills with internal and external partners.
 - Customer orientation and understanding of customer service principles, procedures and confidentiality.
 - Ability to critically assess situations, work independently and tactfully handle challenging situations.
 - Excellent listening and communications skills, diplomacy and willingness to ask questions and give and receive constructive feedback.
 - High attention to detail, strong organizational and prioritization skills, and the ability to meet deadlines and coordinate multiple activities required.
 - Knowledge of local community resources and agencies, as well as, government benefit and immigration policies and procedures.
 - Demonstrated understanding of local communities, labor market, local industries and employers, WorkSource system, social service and education institutions in King County and Seattle.
 - Work hours may vary based on participant needs, some work outside normal SJI hours maybe required.
 - Local travel required in the City of Seattle and King County. Use of own reliable transportation and valid driver's license and proof of insurance required. Regular and timely attendance.
 - Local candidates only.

Salary/Benefits: Competitive salary, company paid employee medical, dental, vision, short- and long-term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

TO APPLY: Please e-mail your resume and cover letter to: kmichelclark@seattlejobsinit.com