



We are looking for

CAREER NAVIGATOR III

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

POSITION DESCRIPTION

Seattle Jobs Initiative (SJI) is looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player to collaboratively recruit, assess, and enroll participants in SJI's training and employment programs. Will provide wrap-around support during job placement and retention. This position provides instruction in one or more of the skills programs offered by SJI and provides 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. Duties include:

- Provide career 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 exploring new opportunities for clients.
- Demonstrated relationship-building skills with internal and external partners.
- Customer orientation and understanding of customer service principles, procedures, and confidentiality. • 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 benefits and immigration policies and procedures.
- Demonstrated understanding of local communities, labor market, local industries, employers, WorkSource system, social service, and education institutions in King County and Seattle.
- Program outreach and program presentations to community-based agencies.
- Meet with clients throughout the county to deliver supportive services.
- Instruct classes intermittently on the following topics: Employability Skills, Customized Job Readiness Curriculum, Basic Math, Basic Computer Skills, and field-specific training for our pathways programming.
- Prepare, organize, and deliver classroom content based on a curriculum provided. • Adjust and supplement materials and lesson plans, based on stakeholder and employer input as needed. This activity is to be supported by the Program Manager and others.
- Document participant attendance, and classroom performance.
- Assess participant classroom performance.
- Advise participants for success, based on training performance assessments.
- Observe clients' activity in classes and evaluate program set up based on a variety of learning styles. Use information obtained to help adjust programming as needed.

- Work with fellow program staff to regularly evaluate class programming and client assistance to ensure it meets the needs of current clients. Use a human-centered approach in evaluating programming and assist in modifying programs to meet the needs of the community.
- Regular meetings with funding partners to determine any of their updated priorities and work with Program Manager and any other teammates to implement funder recommendations.

QUALIFICATIONS

- Strong computer, administrative, and organizational skills.
- Willingness to take professional development training to be well-qualified to provide instruction and stress management coaching.
- Experience developing and editing resumes and cover letters for clients.
- Experience working virtually (Zoom and Teams)
- Able to navigate around the multi-county area to provide client services and attend meetings.
- Intermediate skills in Microsoft Excel, Word and Outlook required.
- Experience with case management databases (preferred).
- Bilingual/multilingual capabilities a plus.

EDUCATION & EXPERIENCE

- At least 3 years' experience in case management services in workforce development or related field; OR any equivalent combination of experience and education which provides the applicant: with the desired skills, knowledge and ability required to perform the work.

WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements on conferences, organizational events, meetings, and other occasions will be required.

COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in annual pay that starts at \$69,212 to \$80,235, company pays employee medical, dental, vision, short- and long-term disability, life insurance, health, and dependent care flexible spending accounts, 401(k) with SJI match, PTO (paid time off), personal holidays, and company recognized holidays that include the last week of the year. SJI provides remote work support to all staff.

SJI employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

SEND YOUR RESUME AND COVER LETTER TO HR@SEATTLEJOBSINIT.COM