



*We are looking for a*

## CAREER NAVIGATOR

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**

SJI is looking for a skilled, highly motivated, and enthusiastic team player to provide career coaching, support, and advocacy for individuals seeking employment and training opportunities to advance their career growth.

The Career Navigator will be working with a diverse group of participants, assessing their skills and abilities, and identifying opportunities that match their career goals. They will serve as a liaison between participants and employers, educational institutions, and government agencies, to ensure a successful outcome for both the participant and the employer.

This role will support partnership efforts between Seattle Jobs Initiative and the Machinist Institute, providing embedded career navigation support to participants enrolled in Machinist Institute training pathways. The position requires a high degree of motivation, independence, and initiative. Duties include:

- Work with participants to identify their career goals and create individualized action plans.
- Demonstrate participant-centered approach and understanding of customer service principles, procedures, and confidentiality.
- Maintain a large record of confidential participant information and ensure accurate and timely notes are kept on client progress.
- Build and maintain relationships with internal and external partners, including community-based organizations, training providers, and employers.

- Stay up to date on local community resources and agencies, as well as government benefits and immigration policies and procedures.
- Provide follow-up support to participants after they have secured employment to ensure job retention and career advancement.

## **EDUCATION & QUALIFICATIONS**

- At least 3 years of relevant experience in case management services in workforce development; OR any equivalent combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the work.
- Experience with case management databases.
- Excellent listening and communication skills, diplomacy, and willingness to ask questions, and give and receive constructive feedback.
- Ability to critically assess situations, work independently, and tactfully manage challenging situations.
- High attention to detail, strong organizational and prioritization skills, and the ability to meet deadlines and coordinate multiple activities required.
- Demonstrated understanding of local communities, labor market, local industries and employers, WorkSource system, social service and education institutions in King County and Seattle. Experience with BFET a plus.
- Intermediate skills in Microsoft Excel, Word, and Outlook required.
- Bilingual/multilingual capabilities a plus.
- Ability to navigate a multi-county area to meet clients and partner agencies throughout the community.

## **WORK ENVIRONMENT**

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements for 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 salary pay that starts at \$64,178.40 to \$74,400.36. The organization 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 organization-recognized holidays that include the last week of the year. SJI provides remote work support to all staff

SEND YOUR RESUME AND COVER LETTER TO [HR@SEATTLEJOBSINIT.COM](mailto:HR@SEATTLEJOBSINIT.COM)