



We are looking for a

LEAD 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

Seattle Jobs Initiative (SJI) is looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player who will assist in recruiting, assessing, and enrolling participants in SJI's training and employment programs.

The Lead Career Navigator 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.
- Build and maintain relationships with internal and external partners.
- Provide exceptional customer service by following established procedures and maintaining confidentiality.
- Independently assess situations, make critical decisions, and tactfully navigate challenges.
- Actively listen, communicate clearly, and demonstrate diplomacy. Be open to asking questions and providing/receiving constructive feedback.

- Meticulously manage details, prioritize tasks effectively, and consistently meet deadlines while juggling multiple activities.
- Utilize knowledge of local resources, including agencies, government benefits, immigration policies, and procedures.
- Demonstrate expertise in King County and Seattle's local communities, labor market, industries, employers, WorkSource system, social services, and educational institutions.
- Conduct outreach programs and deliver 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 Senior 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 setup 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 community's needs.
- Regular meetings with funding partners to determine any of their updated priorities and work with the Senior Program Manager and any other teammates to implement funder recommendations.

EDUCATION & QUALIFICATIONS

- At least 5 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.
- 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)
- Proficient in data entry and electronic recordkeeping, ensuring accurate and timely participant information management.
- Strong computer skills and a detail-oriented approach, ideal for maintaining accurate case files and generating comprehensive reports.
- 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 are a plus.

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. This position is primarily remote but will be a *minimum of 25%* in the field such as some local travel to partner work sites or public areas.

COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in annual salary pay that starts at \$69,212.00 to \$80,235.68. 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