

## Vocational Navigator

**Do you have the ability to connect with and inspire youth and adults?** Do you enjoy taking the initiative and using your creativity to help find employment for program participants? If it's time for you to grow beyond what you are currently doing, then don't wait! Come join our team at YWCA St. Paul.

Imagine having an opportunity to provide training and help participants find employment within an organization that has been empowering people for over 100 years. As a Vocational Navigator, you will support youth and adults in building skills and self-confidence that will help position them for a bright future in the workforce! This position facilitates professional development workshops and other participant training; provides individual coaching; develops partnerships to ensure access to job opportunities for YWCA St. Paul Career Pathway program participants; supports agency wide employment services serving low income adults/ coordinates paid work experiences for youth; ensures outreach to the community to support program participation and actively markets our programs.

In this position you will:

- Develop and support Career Pathway program participation and community outreach, including meeting with prospective employers.
- Navigate participants through the process and logistics related to credentialed training, individualized professional skill development, and obtaining/maintaining employment.
- Facilitate groups/workshops focused on professional skill training, financial literacy, resume building, interview preparation, and employment stability.
- Meet with participants one-on-one to develop Individual Employment Plans, provide professional coaching and support services.
- Build a network of prospective employers to ensure participants have access to job leads, employment opportunities, and partners to support youth in first job or career exploration experiences.
- Assist Career Pathway Manager with coordination of career pathway tracks, host information sessions on high wage high demand careers, and ensure participants have access to resources/community-based services as needed.
- Maintain files, enter data and track against outcome metrics.

The successful candidate must have:

- Bachelor's Degree in human services, communication, social work or related field; or equivalent work experience.
- Minimum of three years' experience in social services, career readiness, business development
- Accomplished at building and leveraging strategic relationships.
- Skilled in managing time, meeting deadlines. data entry and documentation.,
- Demonstrated ability to work with diverse populations. and maintain confidentiality.
- Competent and confident using MS Office 365 Suite of applications and familiar with database entry.
- Access to reliable transportation for local travel.

YWCA St. Paul offers a competitive benefits package and compensation is dependent on experience and qualifications. If you are looking for an opportunity to make a difference and work in a collaborative environment where we celebrate and appreciate each other, **please complete the Employment Application on our website:**

<https://www.ywcastpaul.org/jobs>

And **forward application, resume, cover letter to:**

**Email:** [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org) **Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***YWCA St. Paul is an Equal Opportunity Employer***