

## **CAREER NAVIGATOR - CAREERSOLUTION**

Jewish Vocational Service seeks a **Career Navigator** to deliver innovative, customer-focused, and technology-driven career services to job seekers through the One Stop Career Center. The Navigator, in collaboration with the team, will assist job seekers from diverse backgrounds and levels of experience to conduct successful job searches and obtain employment. Specifically, the Career Navigator will provide high quality workshops that incorporate best practices in adult education and training; integrate and advance the use of technology in the job search and application processes; provide 1:1 career coaching. The Navigator also develops and modifies contextualized curriculum for workforce development classes, specifically computer and on-line learning tools designed for clients in the job search process. The Career Navigator delivers training to participants, evaluates progress and skill attainment of individual participants on a weekly basis, and tracks outcomes for grant reporting.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- 2-4 years of experience in the workforce development/career coaching/recruiting/ field with excellent knowledge of career coaching tools and strategies;
- Knowledge of web-based job search resources and techniques required;
- Exceptional level of computer/technology proficiency including ability to complete on-line job applications and maintain accurate records of services provided in databases;
- Experience in marketing and outreach desired;
- Familiarity with career ladders and professional advancement preferred;  Strong Microsoft Office Suite skills required;
- Bilingual English/Spanish highly preferred.

**EDUCATION REQUIRED:** BA/BS in related area (Counseling, Human Resources, Psychology, Social Work, or Education) or at least 4 years' experience.

### **WORKING CONDITIONS:**

Frequent meeting with clients and employers

May be requested to work outside of scheduled hours as defined by the needs of the department

Frequent travel by public transportation to employer locations

Will attend occasional off-site meetings with partner organizations in and around the greater Boston area

**JVS CULTURE:** JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

**APPLICATION:** Please send your cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter the source where you saw this posting.