

Employment Navigator

Position Description



Reports To: Site Supervisor and Program Director

Service Position Summary: Minnesota Opportunity Corps members serve one year making a difference in the lives of individuals with multiple barriers to employment and economic self-sufficiency. As an Employment Navigator, you will help program participants one-on-one and in group settings increase their employability, find gainful employment, and ultimately strengthen their financial stability.

Essential Functions:

- Support participant in ongoing development of individualized education and career plan from interests and skills assessments with clear education and/or employment goals, while identifying barriers and their solutions.
- Track progress of plan and supports while facilitating advancement and career progression.
- Link support services, education/training providers, career and industry information, and employment opportunities.
- Liaison between participant and the systems being accessed and their components.
- Provide support and training one-to-one as well as small group settings as needed for success.
- Work collaboratively with "service team" members, such as education providers, social services, industry representatives, and employers.
- Attend required Global Career Development Facilitator training and other professional development activities throughout the year.

Marginal Functions:

- Attend service site-sponsored activities to represent Opportunity Corps
- Support program participants in finding volunteer opportunities and connecting the experience to career and employment goals.
- Recruit and coordinate volunteers to support participants in their employment activities
- Research prospective employers and identify the potential for matching them with program participants

Overall Position Requirements and Qualifications:

- Must be 18 years of age, a US citizen, national, or legal permanent resident alien, and a high school graduate (or GED recipient).
- Willingness to commit to a full year of service (1720 hours for full-time members and 920 hours for part-time members). Hours must be completed by September 26th, 2014.
- Basic computer skills (word processing, internet, data entry, e-mail, etc.).
- Ability to build relationships and work with people of different cultures and backgrounds.

Compensation and Benefits:

- Living allowance of approximately \$470 every two weeks for full-time members, \$235 for part-time members.
- Basic health insurance (full-time members only); childcare benefits available to those who meet eligibility
- \$5,550 education award upon completion of service commitment; federal student loans may be deferred.

To Apply: Go to www.opportunitycorps.org to complete our online application.

Minnesota Opportunity Corps does not discriminate on the basis of race, color, national origin, disability, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliates.

*Reasonable accommodations provided upon request.
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