

PROJECT NAVIGATOR

Job Description:

The City of St. Johns is seeking qualified candidates to apply for the position of Project Navigator. The Project Navigator is a position created to assist the city and the USDA/Rural Innovation Stronger Economy (RISE) grant program service and training providers to assist workforce clients obtain training, industry-recognized certificates and academic degrees that best align with their occupational goals. By working directly with the City and RISE service and training providers, the Project Navigator will help workers access services and funding streams available through both the public workforce system and institutions of higher education. The Project Navigator will work predominantly with workers/students interested in several specific occupations detailed in the RISE program.

The Project Navigator will work under the direction of the City's Community Development Director/RISE / Project. The Project Navigator will serve as the primary point of contact for the RISE grant program under the direction of the City and interfacing with the various partners identified in the grant's program for overall success of the program.

The city is interested in identifying the most qualified applicant for the position.

DUTIES:

1. Administrative Grant Duties

A. The administrative duties for this grant will include:

- i. Communicating with the Project Director, White Mountain Economic Development (WMED), Leadership Team and other project staff.
- ii. . Work with the Project Director to ensure complete and accurate files and records in compliance with government, funding source, and workforce standards, regulations, policies, procedures, and requirements.
- iii. Provide necessary information and data to the Project Director for required quarterly reports.
- iv. Conducting project intake with workers, students and other targeted populations.
- v. Ensuring appropriate tracking of individuals engaged in the project utilizing the designated data reporting system.

2. Direct Services to Participants:

A. The Project Navigator will work with the Project Director and WMED to provide direct services to appropriate public workforce clients, for the following services/training including:

- i. Competency assessment using the National Career Readiness Certificate (NCRC) and other tools allowing for informed career and educational coaching;
 - ii. Academic coaching tools and programs that complements clients' employment goals;
 - iii. Career coaching and referral services to clients pursuing post-secondary education in targeted occupations, to introduce them to the training providers most likely to meet their employment objectives;
 - iv. Assist enrolling clients in appropriate training programs that are offered thru the RISE grant; and
 - i. Refer clients to appropriate agencies for non-training-related support as appropriate.
- B. Maintain a presence at workforce development and educational locations with access to both data systems, to avoid duplicative intake and enrollment paperwork for clients.
- C. Support regional outreach to, and recruitment of unemployed and underemployed workers.
- D. Coordinate with other service providers, including clients' other career and academic advisors.
- E. Provide project participants with job development and placement assistance.

3. Support Services to Participants

Working with the Partners in the RISE grant, the Project Navigator will be responsible to help assist with designing and implementing an approach that allows for ongoing contact with participants to help them access needed academic, financial and social supports. This may include but is not limited to:

- In-take hours/appointments for individual check-ins and regular meetings with groups or cohorts of participants.
- Assessing participants' academic and personal needs and barriers to determine appropriate support services.
- Developing resources for participants, including mentoring thru WMED and other services that increase their success in education and training.
- Providing students with competency development through skills training exercises.
- Working with other partners to discuss potential internships and full-time placement assistance to clients who are completing or have completed training activities
- Refer clients (students) to project employers and resources as appropriate.
- Refer clients to WMED to assist them in the development of written career plans.

- Attend regular meetings (quarterly at minimum) to collaborate with the local partners.
- Work with partners and the City to help reduce barriers to clients in the application process and assisting in their employment acclimation.

Support WMED's efforts to provide entrepreneurial support services including training and coordination with other WMED partners such as the Small Business Development Center

4. Regional Coordination in conjunction with WMED's regional outreach

- Provide employers with information and resources regarding ways that the Innovation Center can help them reduce their time-to-hire and increase their employee retention.
- Work with industry to develop internships and other on-the-job training.
- Develop relationships with stakeholders to develop knowledge of each other's mutual resources to meet participant needs.
- Coordinate with the project team and participate in grant-related coordination meetings.

Requirements:

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Experience in counseling or training.
- Experience working with individuals of diverse backgrounds.
- Availability to work a flexible schedule.

PREFERRED QUALIFICATIONS:

- Degree or experience in counseling or related field
- Strong knowledge of the workforce-development and community-college systems
Education or experience will be accepted as appropriate