

Adult Education Navigator

This professional position serves as a vital member of the Adult Education Career Navigation Services team, working directly with adult education participants to remove barriers to education and employment while providing career navigation and transition services. This is a new opportunity with 4 Navigator openings in the following areas:

- Cadillac
- Manistee/Benzonia
- Petoskey/Kalkaska
- Traverse City

This is a full time position working 36-40 hours, 4 days per week at the NW Michigan Works! Learning Labs. Applicants must have a minimum of a Bachelor's degree preferably in the educational field. Interested candidates must possess excellent communication skills, a willingness to work with young and older adults of diverse cultural, socioeconomic and educational backgrounds, and be knowledgeable in the local community resources.

Responsibilities of this position include, but are not limited to:

- *Collaboratively work with the Navigation Supports Coordinator to implement and manage career navigation and barrier removal services for adult education participants in the NW MI Works! Learning Labs.*
- *Collaborate with Northwest Michigan Works! Service Center and Adult Education staff to assist learning lab participants to align education with career goals.*
- *Work with adult education participants to create strategies for transitioning from education to PSE or training programs to achieve self-sufficient employment.*
- *Connect and support adult education participants to the Special Programs training at the Career Tech Centers.*
- *Attend local Community Collaborative meetings to discover local resources to help remove barriers to education and employment for adult education participants.*
- *Attend Michigan Works! Career Connections to connect adult education participants to Michigan Works! staff, services and employers.*
- *Build relationships with the local postsecondary education institutions, training providers and employers to create a network of resources to help adult education participants build career pathways to training an employment.*
- *Take Adult Education Participants on Campus Visits to the local community colleges.*
- *Organize job shadowing and information interview opportunities for adult education participants to enhance the participant's knowledge of new career options.*
- *Coordinate the Child Find requirements with the local education agencies.*
- *Collaboratively work with the Local Education Agencies and Learning Lab teaching staff to help learning lab participants develop accommodation strategies.*
- *Build working relationships with the ISD and LEA Special Education staff to create a network of communication to access resources to help adult education participants successfully complete their secondary education.*
- *Build working relationships with local Postsecondary Education staff to facilitate the access to accommodations in their courses.*
- *Build working relationships with MRS to access vocational rehabilitation services for eligible individuals with disabilities, consistent with their unique strengths, resources, and priorities.*

Required Qualifications, Knowledge, Skills, and Abilities include:

- *High level of interpersonal skills in working with a diverse population.*
- *Strong organizational skills and demonstrated ability to develop new programming.*
- *Excellent written and verbal communication skills as well as computer skills.*

- *Ability to effectively work as a member of team.*
- *Possession of a valid driver's license and insurable to drive agency vehicles.*
- *Frequent day travel required with use of company vehicle or personal vehicle mileage reimbursement.*

Compensation and Benefits:

This is a full-time hourly position starting at \$21.00. The employee is entitled to the Northwest Michigan Works! benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation, sick leave, personal days and holidays; company vehicle (if applicable), cell phone, and computer.

How to Apply:

Interested candidates are to email their **cover letter** and **résumé** by Friday, December 27, 2024 to: Christy Nelson, Regional Director of Adult Education at Christy.nelson@networksnorthwest.org. Learn more about Northwest Michigan Works! and the opening at nwm.org/careers.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.