



Manufacturing Workforce Navigator Job Opening

Position Summary

SE Works is seeking a full time Manufacturing Workforce Navigator to connect small to medium-sized manufacturers with middle-wage employment opportunities to qualified unemployed and under-employed resident job seekers. The Navigator is an employer-facing position which acts as a single point of contact for manufacturing firms that are ready to hire, train, and mentor residents for middle-wage jobs. The Navigator is responsible for collaborating with government agencies, employer associations, non-profit, and community-based organizations to bring employment linkages to priority populations – including low-income individuals, women, and minority communities. The Navigator organizes and facilitates job fairs, workshops, and other related employment events to connect manufacturing employment opportunities and other regional workforce products with the target population.

Position Requirements

- Associate's or Bachelor's Degree preferred.
- At least 3 years working with low income, multi-barriered populations in a workforce development capacity
- Experience engaging employers in order to meet hiring needs
- Knowledgeable of current and new workforce development services
- Excellent communication skills – in person, by phone, and electronically
- Excellent written skills
- Excellent presentation skills
- Excellent time management skills and ability to get the job done
- Excellent computer software skills
- Calm and organized approach to work and deadlines
- Strong problem solving and group work leadership skills
- Ability to interact with people of all ages, styles and cultural backgrounds
- Ability to create strong working relationships with employers and workforce partners
- Excellent organizational and interpersonal skills
- Ability to work independently and as part of a team

SE Works offers a competitive salary, paid benefits, a retirement plan, and paid time off, among other benefits.

If interested, please send a resume and cover letter to hr@seworks.org.

Submission Deadline: Monday, December 3, 2018.

SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503-772-2332.