



Job Title:	Career Navigator	Job Category:	Programs
Department/Group:		Job Code/ Req#:	300
Location:	Denver Metro Area	Travel Required:	Required
Level/Salary Range:	\$40,000 – \$44,000 DOE	Position Type:	Full-time
Reports to:	COO	Date Posted:	4/23/2021
Posting URL:	www.thelearningsource.org		

Applications Accepted By:

FAX OR EMAIL:

HR@thelearningsource.org
Subject Line: Career Navigator

MAIL:

The Learning Source
Human Resources
8790 W. Colfax Ave. #109
Lakewood, CO 80215

Job Description

ROLE AND RESPONSIBILITIES

The Career Navigator is an integral member of the student services team, working with the Lead Success Coach and other Program Managers to assist students in identifying and developing their career goals and pathways. This position provides a hybrid of case management and system navigation for program participants primarily in the Denver Metro area. Primary responsibilities include:

- Working with The Learning Source instructional team to identify learners that would benefit from career advising and helping learners explore career pathway options
- Addressing barriers to employment that adult learners face in accomplishing their career goals. Connect learners with community resources as needed.
- Utilizing career assessments and motivational interviewing strategies to help learners identify career goals
- Attending networking and workforce events to make connections with industry professionals and communicate job opportunities with students
- Facilitating workshops and focus groups on workforce related topics such as resume development and interview skills
- Collaborating with student services team to bring in outside presenters and help students learn about in-demand industries and career pathway options in Colorado
- Maintaining up-to-date data to track and communicate student progress and learner outcomes during monthly meetings
- Attending monthly staff meetings and Professional Development trainings as assigned by The Learning Source
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in education, counseling, career advising or related field



- Two years or more experience working with diverse learner populations, specifically adults
- Ability to quickly build rapport with adult learners
- Knowledge and experience with Colorado adult education and workforce communities
- Experience providing career advising and helping learners identify and pursue career pathways
- A passion and commitment to helping adult learners overcome barriers and find long-term career success
- Strong advocacy skills to represent underserved populations and help them access community resources
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes.
- Experience managing data and tracking program outcomes
- Experience with Learning Management Systems
- Flexible, a team player with a commitment to personal and professional accountability
- Strong organizational skills
- Ability to lift 20 lbs.
- Must have reliable transportation

ADDITIONAL NOTES

- Position open until filled

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