



Career Navigator

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

Position Summary

Canal Alliance is seeking a Career Navigator. The Career Navigator provides guidance, coaching and support to adult clients in our Workforce Development program. This position is responsible for ensuring that clients reach the desired outcomes and provides overall support and coordination for Workforce Development. A successful candidate is passionate believer in the power of education to improve the lives of immigrants and their families. The Career Navigator reports to the Workforce Supervisor. This is a full-time, non-exempt position. Candidates should have the ability to work Monday-Friday from 9am-5pm PST, including occasional evenings and Saturdays. This is an in-person role with occasional hybrid opportunities, it requires proof of Covid-19 vaccination. Candidates must live in the State of California.

Essential Functions

- Deliver an adult Career Education program that produces the desired student outcomes
- Provide case management and progress monitoring for about 40-50+ students
- Identify needs of students and arrange for access to support services
- Support students/clients through their career entry and track their progress after certification and graduation
- Coordinate career financial advisement in partnership with the Workforce supervisor and outside partners
- Engage students/clients in their education through regular communication and empowerment
- Work in partnership with Adult Education, College to Career, and outside organizational partners
- Maintain student/client information and case notes in Salesforce and Excel
- Monitor student/client progress and input data correctly into Salesforce
- Coordinate volunteers with support from the Workforce Supervisor
- Implement student outreach strategy, focused recruitment, student enrollment process, and placement
- Participate in team and agency meetings

Other Responsibilities

- Other duties as assigned by supervisor

Requirements

Education and Experience Requirements



- Bachelor's Degree from accredited college or university or relevant case management experience
- At least 1-year experience working with underserved communities
- Knowledge of workforce development and/or career education programs
- Bilingual in Spanish and English (required)
- Proficiency in Microsoft Word, Excel and Outlook
- Experience working with Salesforce and/or other CRM (preferred)
- Reliable transportation needed

Knowledge, skills and abilities

- Knowledge of workforce development systems
- Knowledge of soft skills support such as resume building, interviewing skills, and negotiations
- Ability to use cultural responsiveness with clients and staff
- Ability to establish positive and cooperative relationships with students/clients, staff, and partners
- Ability to collect, analyze and use data at the student/client level
- Ability to focus on results and inspire others to do the same
- Ability to effectively communicate information both verbally and in writing
- Ability to take initiative and go beyond expectations in the assignment, task, or job description
- Ability to function with supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- Strong time management and organization skills

Compensation

Starting at 25/hr. This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Application Process

Please apply through this link <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1253189>