



## Lead Career Navigator

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking an experienced **Lead Career Navigator** for the **Secure Jobs Partnership** program.

**POSITION SUMMARY:** Under the direction of the Manager of Secure Jobs Partnership, the Lead Career Navigator builds, strengthens and grows key partnerships, supervises and supports direct service staff, tracks and reports all relevant program data and outcomes and evaluates programmatic success.

The Lead Career Navigator provides a full continuum of services including job search assistance, career coaching and job development to MassLEAP and Secure Jobs participants. The Lead Career Navigator also institutes any necessary upgrades and changes to insure success of the program, creates documents for submission to JVS leadership, funders, evaluators and other stakeholders.

Please submit your job application form at <https://www.jvs-boston.org/jobs/lead-career-navigator/> .

### The ideal candidate will have:

- Bachelor's Degree in Human Services, Human Affairs, Business Administration or equivalent experience
- 1-3 years of experience in workforce development or related field required
- Demonstrated 1-3 years of experience in creating successful outcomes for individuals with barriers to employment
- Strong working knowledge of Microsoft Office Suite
- Strong interpersonal, communication and organizational skills are required
- Ability to work independently and as part of a team is required
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds is required
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Demonstrated and effective presentation and facilitation skills are required
- Knowledge of community resources and web-based resources preferred

As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering.

**WORKING CONDITIONS:** Regular local travel, evening hours and some weekend availability required.

At JVS, we are strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.