



## **JOB DESCRIPTION: CAREER NAVIGATOR**

Salary/Hourly Range: \$28.51-\$33.16

Part-time

### **Position Description:**

Seattle's economic engine is powered by diversity, innovation, and a spirit of adventure. The Office of Economic Development (OED) works to foster an economy where no matter who you are, who you love, or where you're from, you can achieve your career and business goals. We promote economic mobility and shared prosperity by providing resources to entrepreneurs and innovators, and to our current and future workers. We support small neighborhood businesses and community ownership, and connect our workforce to meaningful careers across the economy.

OED is an executive office of the Mayor, and with a race and social justice lens, provides tools and technical assistance to entrepreneurs, and advises the Mayor on policies and programs that promote a vibrant economy. Within this office, we seek a Temporary Counselor to join our Talent Development Team

### **Job Responsibilities**

1. Coordinate with Seattle Public Schools (SPS) Career and Technical Education (CTE) navigator for Media, Arts and Communication Pathways to recruit youth for summer and fall internships
2. Partner with SPS staff to connect employers to CTE and Skills Center teachers to enhance student learning. Activities could include, but is not limited to: employer panels, job shadows, tours, curriculum review
3. Conduct outreach and recruitment activities to high school students
4. Work with students on career exploration, and career and program mapping that is aligned with labor market data
5. Assess youth's job readiness, skill level, and interest in career connected learning activities
6. Support youth to create online profile in the City's internship portal, and apply for internship opportunities
7. Coordinate support services as needed and available (e.g. bus passes, food support)
8. Provide case management to youth
  - a. Check-in with youth and supervisors
  - b. Communicate with the City's youth employment partner, Educurious, for ongoing or urgent issues
9. Ensure youth receive high school credit (.5 CTE hours for 180 hours); coordinate with SPS and employer to ensure paperwork and compliance
10. Track, document and report on student progress, completion and educational pathway outcomes
11. Coordinate quarterly industry advisory meetings with CBO's industry partners serving Seattle Public Schools' CTE
12. Performs other related duties as required

### **Skills Needed**

- At least 2 years of case management experience, preferably working with youth between the ages of 16 to 24
- Ability to communicate verbally and in writing clearly with youth, parents and employers

- At least 3 years of experience in digital multimedia, arts, music or related field (volunteer or employment experience)
- Ability to problem-solve
- Work independently
- Experience in outreach and engagement
- Experience working with youth from diverse backgrounds

### **Required Qualifications**

**Education:** A Bachelor's degree in Social Services, Psychology, or a related field AND

**Experience:** A minimum of three years social services experience involving interviewing, counseling, or crisis intervention (or a combination of education and/or training and/or work experience which provides the ability to perform the work of the class)

**Desired Qualifications:** A Bachelor's degree in Arts, Education or Youth Development. At least 2 years of case management experience, preferably working with youth between the ages of 16 to 24. Ability to communicate verbally and in writing clearly with youth, parents and employers. At least 3 years of experience in digital multimedia, arts, music or related field (volunteer or employment experience). Ability to problem-solve. Work independently. Experience in outreach and engagement. Experience working with youth from diverse backgrounds.

Please submit a cover letter and resume to Sasha Gourevitch at [sasha.gourevitch@seattle.gov](mailto:sasha.gourevitch@seattle.gov) by February 20<sup>th</sup>, 2018