



### **Career Development Navigator**

Reporting to the College and Career Program Manager and Vice President of Programs, this full-time position plays a key role in furthering PUENTE Learning Center's mission by supporting youth and adults as they move through graduation into post-secondary education and beyond.

The Career Development Navigator will lead our efforts of creating pathways towards and through post-secondary education and into careers for Los Angeles youth and adults. The Career Development Navigator has a dual role within the organization; supporting college success students as they persist through post-secondary opportunities, become alumni, and enter the workforce or pursue an advanced degree; and providing workshops and coaching on resume building, job searching, and finding work-based skills training to our adult students in the Adult Education Program. Through workshops and coaching sessions, support will be provided to students, alumni, and adults on how to be on track to graduate with a certificate or degree, find internships, and land career opportunities in their field of interest. The Career Development Navigator duties include coordinating and maintaining career coaching schedules between industry professionals, students and alumni and maintaining industry relationships. The position will have a varied schedule in order to accomplish the program goals and requires project management, effective communication, and multi-tasking skills.

As part of the PUENTE team, you can expect to be part of a community-based educational organization deeply committed to enriching the lives of individuals and families in the Los Angeles area. PUENTE seeks talented people, from diverse backgrounds and experiences, who are motivated and devoted to community, service, and equity through recognizing and embracing the community's cultural wealth.

We want strong collaborators, skilled communicators and developed problem solvers who are comfortable in a culture of continuous learning and who are excited to implement innovative ideas and solutions in service to the mission of the organization.

### **Essential Duties and Responsibilities**

- Develop curriculum, implement, and facilitate workshops on career readiness topics
- Contribute to planning and coordination of support services in areas of career exploration, personal guidance, life skills, and professional development
- Help identify strategic partnerships to bring in outside resources to deliver subject-matter workshops (resume building, job search, employee rights, career advancement, financial aid, financial literacy), activities, tours, and other sessions
- Maintain the Career Development database of resources and contacts
- Organize alumni mixers/networking events (mock interviews, job fairs), educational seminars, and available alumni resources
- Outreach to industry employers for employment and internship opportunities on behalf of our students and alumni
- Communicate and coordinate internships with organizations and businesses
- Provide case management, track success students and alumni on progress toward achieving key benchmarks

- Manage and retain cohorts of success students in their third year in college and beyond attending different colleges to ensure they are on track to graduate
- Maintain strong communication and relationships with existing college and career program partners (including teachers, staffs, and counselors) and funders
- Together with the Advancement Department, gather alumni success stories
- Collect and analyze student pre and post surveys to improve model and service delivery
- Track and organize outcomes and deliverables of program for end of year tracking and reporting
- Attend partner trainings as needed
- Perform other duties as assigned by the College and Career Program Manager and Vice President of Programs

### **Qualifications**

- Dedicated to meeting the needs of students, fellow colleagues, volunteers, youth, parents and partners
- Ability to establish and maintain effective relationship with students, rooted in trust and respect; views their role as adding value to the experience of students through the mission of the organization; demonstrates high degree of flexibility and adaptability to address the needs of diverse student populations
- Effectively identify opportunities to advance program/project/organizational objectives, identifies opportunities for process improvement
- Is a proactive problem solver
- Work with a positive attitude in collaboration with a team to move projects forward
- Demonstrate excellent written and oral communication skills; is able to communicate clearly and effectively with different levels of management as well as students and families; is a strong speaker with the ability to deliver effective presentations to diverse audiences
- Relate well to all kinds of people; use diplomacy and tact; is an active listener
- Utilize time and the time of others responsibly and respectfully; identify and prioritize the critical elements of the job; remain outcomes-focused; strong attention to detail and ability to plan and execute projects; demonstrate strong task management skills
- Demonstrate commitment to continuous learning and sharing of knowledge to promote organizational development

### **Knowledge, Skills and Abilities**

- Bachelor's Degree required
- Required bilingual proficiency: Spanish
- 2-3 years of work experience in college-oriented work and career development with a focus on serving low-income, first generation or undocumented youth and adults
- Demonstrated knowledge of higher-education and support services for youth and college students
- Knowledge of Career and Technical education opportunities for adult students
- Experience and knowledge of facilitating workshops and case management
- Proficiency with communication and learning tool platforms
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)

Job Type: Full-time

Hourly Rate: \$21.00 - \$24.00

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at [tesa@puente.org](mailto:tesa@puente.org). No phone calls please.

Review of applications will begin immediately.