

Skills-Based Career Navigator

Urban League of Eastern Massachusetts
88 Warren St, Roxbury, MA 02119

Full-Time, Part-Time

Salary: \$45,000 to \$65,000

The mission of the **Urban League of Eastern Massachusetts** is to enable adults to overcome racial, social barriers, economic inequities, sexual and domestic violence to employment and economic development opportunities. For 100 years, ULEM's programs and services have given hope to participants and made a lasting, impactful statement in the community. Focusing on this overarching goal leads us to provide opportunities for every person that walks through our door to realize economic empowerment through necessary and mid-level skills training, certifications, internships, and job placements. More information on ULEM is [here](#).

Reports to: VP of Programs & Partnerships

Job Description

The Skills-Based Career Navigator will provide career coaching, case management, and support services to job seekers and workers, focusing on skills-based job opportunities. This role combines elements of career coaching and casework, helping clients navigate their career pathways by emphasizing their skills and potential rather than traditional qualifications. The Career Navigator will assist clients in identifying transferable skills, setting career goals, overcoming barriers to employment, and securing sustainable, fulfilling jobs aligned with their skills. Ideal candidates will have familiarity with employment opportunities in the clean energy and tech sectors, as well as experience working with formerly incarcerated job seekers.

Key Responsibilities

Responsibilities include, but are not limited to:

Career Coaching and Guidance

- Work one-on-one with clients to assess their skills, career interests, and employment goals.
- Provide coaching to help clients understand the benefits of skills-based hiring practices and how to leverage their skills to find suitable job opportunities.
- Guide clients through the process of identifying transferable skills, creating skill-based resumes, and preparing for interviews.

- Help clients explore career advancement and growth opportunities through skill development.

Case Management

- Develop personalized career action plans for clients, including short- and long-term career goals.
- Monitor client progress and provide ongoing support through regular follow-ups and check-ins.
- Assist clients in addressing barriers to employment, such as lack of childcare, transportation, or digital literacy, by connecting them with appropriate resources and services.
- Track and maintain client data, including progress, job placements, and any services or referrals provided.

Employer Engagement and Skill-Matching

- Build and maintain relationships with employers to promote skills-based hiring practices and identify job openings that align with client skills.
- Work with employers to understand their hiring needs and help match qualified candidates based on their demonstrated skills and experience.
- Facilitate connections between clients and employers to ensure a smooth job application and placement process.

Workshops and Training

- Organize and facilitate workshops on skills-based hiring, resume building, interview techniques, and other professional development topics.
- Lead group sessions to educate clients on the importance of continuous learning, skill development, and self-advocacy in the workforce.
- Collaborate with other community organizations and educational institutions to offer skill-building opportunities to clients.

Data Collection and Reporting

- Collect and analyze client data to track outcomes and assess program effectiveness.
- Prepare and submit regular reports on client progress, placement rates, and program outcomes to management and funders.

- Continuously improve processes based on feedback and data analysis to enhance client outcomes.

Qualifications:

The ideal candidate for this position will possess the following qualities and attributes:

Education:

- Relevant experience in career counseling, workforce development, or case management may substitute for formal education.

Experience:

- Minimum of 2-3 years of experience in career counseling, case management, or a related field.
- Experience with skills-based hiring practices or workforce development programs is highly preferred.
- Experience working with diverse populations, including individuals with barriers to employment.
- **Familiarity with employment in the clean energy and tech sectors.**
- **Experience working with formerly incarcerated job seekers.**

Skills and Abilities:

- Strong understanding of skills-based hiring practices and ability to educate others on their importance.
- Excellent interpersonal and communication skills, with the ability to work effectively with individuals from diverse backgrounds.
- Ability to assess client needs, provide tailored coaching, and develop actionable career plans.
- Knowledge of community resources and the ability to make appropriate referrals.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and case management software.

Personal Attributes:

- Empathetic, patient, and a strong advocate for client success.
- Highly organized with the ability to manage multiple clients and tasks simultaneously.

- Ability to work independently and as part of a team.
- Self-motivated and able to work in a fast-paced environment.

Additional Information:

Work Environment:

- This role may require occasional travel to employer sites, community organizations, and other locations as needed.
- Flexibility in work hours may be necessary, including evening or weekend work for client meetings or workshops.

Salary and Benefits:

- Salary is commensurate with experience.
- Benefits may include health, retirement, or other benefits.

How to Apply: Interested candidates should submit a resume and cover letter to nhaywood@ulem.org by March 21, 2025. In your cover letter, please highlight your experience with skills-based career coaching and your approach to supporting job seekers in overcoming employment barriers.

This position provides an excellent opportunity for individuals passionate about workforce development and skills-based hiring to make a meaningful impact on job seekers and the broader community.