

JOB POSTING – CAREER NAVIGATOR (KALAMAZOO)

POSTING DATE: March 8, 2024

POSITION SUMMARY

The Career Navigator provides a variety of career services to job seeker customers within the designated service area of Michigan Works! Southwest. They facilitate workshops and training, assist with job search activities, and make referrals to other support agencies as needed. They also ensure accuracy of related documentation and provide general administrative and clerical support as needed. Career Navigators work in a public setting, supporting a diverse group of job seekers. They travel locally, as needed, to support customer needs within the designated service area.

This is a full-time non-exempt position, 37.5 hours per week, requiring in-office/on-site work at the Kalamazoo County Michigan Works! Southwest Service Center.

POSITION REQUIREMENTS

A high school diploma (or equivalent) and a minimum of two years of relevant work experience is required. To thrive in this role, excellent communication skills and the ability to work with a diverse population are required. Must be able to work independently or as part of a team. Proficient computer/data entry skills are required. Bilingual (English/Spanish) preferred.

WAGES & BENEFITS

This position offers a starting salary of \$40,000 annually, as well as a generous benefit package. Offered benefits include health, dental, and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

The Center for Workforce Innovation and Solutions, a division of the **Upjohn Institute**, is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities. **Michigan Works! Southwest**, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative

action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.