Job Opening
Career Navigator, Full-time, Non-Exempt

Associates for Training and Development (A4TD) is a nationally recognized workforce development non-profit that originated in 1983. A4TD administers job training programs for mature workers in five states: CT, ME, NH, NY, PA, and VT. We recognize the dignity and worth of our program participants and hold firm in the belief that mature workers have the right to contribute to their economic stability. When a program participant is offered a job consistent with their interests and abilities, we at A4TD are uplifted and energized to do it again with the next participant. As the demographics of our country's workforce change, we know mature workers bring needed skills and talents to the workplace.

A4TD has an opening for a **Career Navigator** to join our dedicated, mission-driven team. Our dynamic team comes from diverse backgrounds. We are teachers, coaches, accountants, former restaurant managers, veterans, and more.

Are you a **self-starter, curious and creative, ready to learn**? If you are motivated to make a difference, this may be a great fit. We can train the right person.

What is the job?
You will be part of a team that administers the **Senior Community Service Employment Program (SCSEP)** in **Southern Maine**. The SCSEP helps low-income, unemployed seniors by assigning them to paid internships at local nonprofits and public agencies, then helps them transition to permanent employment and achieve economic independence. Your job is to support the program participants through all stages of the SCSEP program: as they enter, grow and learn, and transition to permanent employment. Building community partnerships and understanding the local labor market are two ways in which you support participants. The **position is based in Portland** and oversees 6 coastal counties.

What are my job functions?
- You will recruit applicants, assign participants to host agency sites for their internship, supervise and assist staff, meet with host agency supervisors, and build program capacity by developing partnerships with training, employer and service organizations.
- You will work directly with participants: identify their training needs, recognize barriers to employment, determine any support services needed, and support job search efforts.
- Other special projects may be assigned. Moderate in-state travel is required and reimbursed.

Salary: $42,000-$45,000 per year

Perks & Benefits:
A very competitive benefits package includes:
- Paid Vacation, Sick, and Holiday
- Employee Assistance Program
- 401(k)and generous match
- Extra paid days off, November & December holidays
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Schedule

- A positive, collaborative work environment where your ideas are welcomed
- Opportunities for professional growth and development
- A diverse and hardworking team that learns from one another
- Flexible schedule and flexibility in a way that prioritizes a work-life balance

What you will bring to the role:

- **Education:** Associates degree required
- **Experience:** A minimum of 3-5 years of work experience, preferably working directly with clients and/or engaging with businesses. Non-profit experience is a plus!
- Knowledge of local workforce trends – what are the skills employers expect for open positions?
- Willingness to advocate for the mature worker!
- Great attitude: motivated to make a difference, ready to learn, collaborative approach, eager to do outreach
- **Coaching skills:** Ability to connect honestly and provide positive encouragement to participants and staff. Provide consistent, sometimes considerable positive reinforcement
- **Strong record keeping:** This is a federally regulated grant and detailed records are crucial.
- **Computer skills:** Intermediate level proficiency in MS Office Suite products including Word, Excel, Outlook, and especially PowerPoint. File management skills; online research skills
- **Authorization to work** in the USA is required.

We would love it if you could bring to the role:

- Knowledge of local labor market and workforce systems
- Experience working with mature workers, culturally diverse populations, and people with disabilities
- Bilingual (Spanish)

Our work is important, and we have fun doing it. Watching people learn new things when they thought they could not is fun! And it is the responsibility of our commitments to our participants that grounds us during these difficult times. We, and our participants, have the fortitude to see it through.

Apply today.
Be part of the 40+ year legacy!
Email your cover letter with salary requirements, and your resume to hr@A4TD.org.
Only those applicants who submit both documents will be considered.

We are an Equal Opportunity Employer/Program. Know your rights. Workplace discrimination is illegal.
Auxiliary aids and services are available upon request to individuals with disabilities.

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