

Northwest Michigan Works!

Job Title: Adult Education Navigator

Department: Adult Education

FLSA Status: Non-Exempt

Position Summary

The Adult Education Navigator is a key member of the Adult Education team, directly assisting participants in overcoming educational and employment barriers. This is a professional that provides career navigation and transition services, guiding learners toward postsecondary education, training, and employment opportunities. The Navigator collaborates with internal staff and community partners to align educational goals with career aspirations, ensuring comprehensive support for adult learners.

Supervision

Reports directly to the Regional Director of Adult Education at Northwest Michigan Works!

Key Responsibilities

The Adult Education Navigator will be responsible for the following essential duties. These duties are not exhaustive and other tasks may be assigned as needed:

- **Career Planning:**
Collaborate with students to create personalized career plans. Coordinate Campus visits and Job Shadowing opportunities for adult education participants to enhance their knowledge of career opportunities.
 - **Recruitment & Retention:**
Participate in the recruitment, enrollment, and retention of adult education students matching them to CTE training options.
 - **Barrier Removal:**
Assist students in overcoming barriers that may hinder their progress towards achieving their education and career goals.
 - **Community Resource Connection:**
Link students to relevant community resources for academic and personal support by attending local Community Collaboratives.
 - **Participant Support and Follow-up:**
Conduct regular check-ins with students to promote barrier removal and successful transitions to further training and employment.
 - **Employer Relations:**
Build and strengthen relationships with Michigan Works! Apprenticeship and Business Services staff to collaborate in the creation of internship, training and apprenticeship opportunities for students. Attend the Career Connection to connect participants to promote this effort.
 - **Information Sharing:**
Provide students with information on job skill workshops, job search resources, job fairs, and career-specific training programs.
 - **Special Education Supports:**
 - **Coordinate the Child Find requirements with the local education agencies and build working relationships with MRS to access vocational rehabilitation services for eligible individuals with disabilities, consistent with their unique strengths, resources, and priorities.**
 - **Documentation & Reporting:**
Maintain accurate documentation to fulfill all program requirements.
 - **Data Collection & Analysis:**
Collect and manage data to evaluate and improve program effectiveness, ensuring accountability.
 - **Technology Utilization:**
Leverage technology tools for communication and efficient program management.
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Required Qualifications and Skills

- Education: Bachelor's degree preferred.
 - Communication Skills: Strong oral and written communication skills, including the ability to effectively present information.
 - Teamwork: Ability to work collaboratively as a team and contribute to group efforts.
 - Partnership Development: Capacity to develop and maintain strong partnerships and collaborative relationships with key stakeholders.
 - Customer Service: Excellent customer service and interpersonal skills, with an emphasis on meeting individual needs.
 - Leadership & Mentorship: Ability to lead, coach, and mentor students and colleagues in a constructive and motivational manner.
 - Technical Proficiency: Proficient in Microsoft Office, Google Workspace and other software tools relevant to the role.
 - Driver's License: Possession of a valid driver's license.
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Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
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Work Environment

- The position is based in a professional office setting.
 - The work environment includes routine use of office equipment such as computers, phones, photocopiers, filing cabinets, and scanners.
 - Noise levels in the office are generally minimal.
 - Reasonable accommodations may be made for individuals with disabilities to perform essential functions.
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Travel Requirements

- Occasional travel may be required for this position.
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Job Description Update

This job description reflects the current requirements of the position. As responsibilities evolve, the description will be reviewed and may be subject to amendments.

Acknowledgment

By signing below, the employee acknowledges understanding the job requirements, essential functions, and duties of this position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____