



Northwest Michigan Works! is seeking an Adult Education Navigator

This is a rewarding, customer focused position requiring collaboration with adult and career technical education partners, community based organizations, and local business. We are seeking a creative individual who enjoys advocating for others, overcoming barriers, and problem solving.

The Adult Education Navigator (AEN) will be responsible to assist adult education students who are participating in a career technical education (CTE) pilot program. The AEN will provide program participants with guidance and support to overcome barriers and help ensure successful completion of both adult education and CTE programming.

This is a full time, temporary, salaried position with a high probability of continuation beyond initial grant period. Starting salary of \$50,000. Full fringe benefit package includes health, dental and vision insurance, life insurance, retirement plan, vacation, sick and holiday time. Work location is Wexford-Missaukee Career Technical Center, Cadillac MI. Local travel will be required.

Works under the direct supervision of the Northwest Michigan Works! Director of Operations. Will work collaboratively with and may take additional functional direction from the Wexford Missaukee Intermediate School District Director of Career and Technical Education.

Responsibilities, Essential Duties and Functions:

- Participate in the recruitment, enrollment and retention of adult education students
- Work with adult education students to design an educational and career plan
- Assist students in overcoming barriers to achieving their career plan
- Work closely with career technical education partners to identify and overcome student barriers
- Connect students to appropriate community resources for support
- Conduct regular check-ins with students to ensure success in career technical and adult education
- Develop and strengthen relationships with local employers to create sustainable career opportunities
- Develop strategies to provide students with information regarding relevant job skill workshops, job search resources, employment services, job fairs and career specific training programs

Qualifications:

- Bachelor's degree required in education, social work or related field
- Excellent oral and written communication and presentation skills
- Ability to work effectively as a member of a team
- Ability to develop effective partnerships and collaborative relationships
- High level of customer service and interpersonal skills
- Ability to lead, coach and mentor in a positive manner
- Competence in Microsoft Office products and other software
- Possession of a valid driver's license

How to Apply:

Email cover letter and resume to terry.vandercook@networksnorthwest.org or mail to Terry Vandercook, Networks Northwest, P.O. Box 506, Traverse City MI 49685

Application Deadline: October 20th, 2017