



Career Pathways Navigator (Full time)
The REACH Center - Tacoma, WA, United States
Effective 2018

Organization Description:

The REACH Center works with nearly 3,000 at-risk youth and young adults ages 16-24 each year to provide them with educational opportunities, career development, peer mentoring, and other supportive services. REACH has a strong track record of leveraging institutional partnerships to serve young people, and coordinates programs that annually place over 500 people in jobs, graduate 50 students on average from GED classes, and provide permanent housing for up to 75 youth experiencing homelessness. REACH is at the forefront of youth development, career readiness, and the fight against youth homelessness in the Greater Puget Sound Region.

Position Description:

The Career Pathways Navigator will provide direct one-on-one career coaching, informational interviewing training, and orientations to the plethora of specific career opportunities available onsite at REACH and in the community. Working together with the agencies partnered with The REACH Center and others in the community, the Career Pathways Navigator will help bridge gaps between career development programs, provide follow-up support to youth who graduate from pre-apprenticeship and supportive service programs, and provide data entry and analysis on job placement and retention in order to inform REACH Center strategy on career pathways programming. This position reports to the Program Manager of Summer Jobs 253 and Career Pathways. This position is grant-funded, and timeline and hours of the position will be dependent on funding availability.

Responsibilities:

- Provide navigation services to youth and young adults engaged in job searching activities at REACH, including intake conversations, referrals, and one-on-one check-ins
- Provide individual and/or group career coaching to youth and young adults at REACH
- Enter job placement and retention data into the REACH database(s) and track progress against monthly and annual goals
- Conduct outreach to employers to organize hiring events and mock interviews, and to maintain up-to-date knowledge of job opportunities that might be of interest to REACH participants
- Assist with and recommend new initiatives to facilitate successful job seeker outcomes. Work with supervisor to create strategies for the improvement of career pathways program at REACH.
- Participate in community outreach, meetings, conferences, and professional development trainings as needed.
- Support event planning and workshop development and execution for walk-in job seekers at REACH.
- Serve as onsite point of contact for possible Saturday training opportunities at REACH



- Other duties as assigned

Experience Required and Desirable Skills:

- Associate's degree in education, social work, nonprofit management, sociology, psychology, or a related field strongly preferred.
- At least one year of experience working directly with youth and young adults in a career development-related capacity
- Proven ability to develop partnerships and complete work across agencies.
- High levels of emotional intelligence and cultural competency in the areas of youth development, LGBTQ youth, and racial equity.
- Passion for serving at-risk youth and young adults.
- Strong data management, organizational, and analytical skills.
- Ability to organize and prioritize multiple tasks.
- Ability to work as part of a team and adapt to changing needs, priorities, and timelines.
- Flexibility and adaptability with work schedule, which may include occasional evening and weekend commitments.
- Training in the following is desirable but not required: trauma informed care, LGBTQ cultural competency, racial equity and anti-racist institutions, domestic violence, commercial and sexual exploitation of children (CSEC), and vicarious trauma.
- Washington Driver's License and reliable mode of transportation required by time of hire.

Salary:

\$37,440-\$42,000/year, depending on skills and qualifications

How to Apply:

Submit a resume, cover letter, and three professional references to jobs@reachtacoma.org.

Additional Information:

Tacoma Community House is the fiscal sponsor of The REACH Center. While all work-related duties will be performed at and for The REACH Center, this position will be filled by Tacoma Community House, one of the longest-serving nonprofits in Tacoma.

Tacoma Community House is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. TCH is an equal opportunity employer and service provider and does not discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, political or union affiliation, marital status, sexual orientation, Vietnam era veteran status or other non bona fide job requirement. Applicants in need of accommodations are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.