



## POSITION DESCRIPTION

### Minnesota Opportunity Corps - AmeriCorps

#### Overview

Term of Service: September 5, 2017 - July 7, 2018

Positions require availability Monday-Friday during regular business hours

Apply: <https://opportunity-readingmathcorps.icims.com/jobs/13545/opportunity-navigator---clues/job>

#### **Service Position Summary**

Minnesota Opportunity Corps members serve one year making a difference in the lives of individuals with multiple barriers to employment and economic self-sufficiency. As an Opportunity Navigator, you will help program participants one-on-one and in group settings set education and career goals, overcome barriers to goal success, increase their employability, find gainful employment/experience related to their field of study, and ultimately strengthen their financial stability.

#### **Service Site**

In addition to the essential and marginal functions for all Opportunity Navigators, the navigator at CLUES plays a unique role in these areas:

- Helping to create stability in the live of the New Immigrant and Refugee populations
- Creating and facilitating daily job search workshops and coordinating career center activities
- To best serve the CLUES Latino population, candidates should be bilingual in Spanish and English

#### **Responsibilities**

##### **Essential Functions:**

- Support participant in ongoing development of individualized education and career plan from interests and skills assessments with clear education and/or employment goals, while identifying barriers and their solutions.
- Track progress of plan and supports while facilitating advancement and educational/career progression.
- Link support services, education/training providers, career and industry information, and experiential opportunities, including internships, practicums, employment, etc.
- Liaison between participant and the systems being accessed and their components.
- Provide support and training one-to-one as well as small group settings as needed for success.
- Work collaboratively with “service team” members, such as education providers, social services, industry representatives, and employers.
- Attend required Global Career Development Facilitator training and other professional development activities throughout the year.

##### **Marginal Functions:**

- Attend service site-sponsored activities to represent Opportunity Corps.
- Support program participants in finding volunteer opportunities and connecting the experience to career and employment goals.

- Recruit and coordinate volunteers to support participants in their employment activities.
- Research prospective employers and identify the potential for matching them with program participants.

### **Qualifications**

- Must be 18 years of age, a US citizen, national, or legal permanent resident alien, and a high school graduate (or GED recipient).
- Willingness to commit to a full year of service (1700 hours for full-time members). Hours must be completed within 11 months of start date.
- Demonstrated English and Spanish proficiency in reading, writing, and speaking.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated experience with intermediate computer skills (word processing, internet, data entry, e-mail, comfort with database and software use, etc.).
- Desire to affect systems change at the ground level; ability to connect the small details to the bigger picture.
- Ability to build relationships and work with people of different cultures and backgrounds.
- Access to regular, reliable transportation.

Opportunity Navigators are paid a modest living allowance of \$574.09 (full-time) every two weeks during their service term and receive an education award upon successful completion which may be used to pay qualified student loans or tuition. Navigators over age 55 may choose to gift their education award to their child or grandchild. Navigators may be eligible for health insurance, child care assistance, and student loan forbearance during their service.

*Minnesota Opportunity Corps does not discriminate on the basis of race, color, national origin, disability, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations.*