



Position available: Employment Navigator
Department: Hospitality Careers Pathway
Supervised by: Hospitality Careers Pathway Manager
FLSA Status: Regular Full-Time Exempt: 1.0 FTE (37.5 hours per week)
Prepared Date: July 17, 2018

Description

The Employment Navigator at the International Institute of Minnesota (IIM) works with New Americans in the programs of the Hospitality Careers Pathway to help them with employment services: job readiness skills, resources and guidance to secure employment, and ongoing job counseling and support to improve retention skills and increase earning power. The Hospitality Careers Pathway enables New Americans to find employment in the hospitality industry and then advance to higher positions within the industry.

Duties

- Work with program participants and graduates to secure long-term employment in the hospitality industry
- Recruit students for Hospitality Careers Pathway programs
- Hold regular employment appointments with program participants
- Conduct job searches for program participants
- Review and create cover letters and résumés for program participants
- Conduct follow-up calls to students and employers to track job retention, satisfaction and performance
- Develop and maintain positive employer relationships to create job opportunities for program participants
- Organize annual Hospitality Job Fair
- Arrange class visits to hotels and in-class guest speakers from employers and former participants
- Arrange mock job interviews and transport participants to job interviews
- Communicate curriculum ideas to Pathway manager, based on employer feedback
- Enter data in program databases (Excel, CRM, Salesforce, Workforce One)
- Attend IIM staff meetings and participate with all staff in the annual Festival of Nations
- Other duties as assigned

Qualifications

- Undergraduate degree preferred but equivalent experience will be considered.
- Driver's license, adequate insurance and car.
- Willingness to use car to transport clients to job interviews, orientations, and other job-related appointments
- Ability to speak a second language (Somali, Burmese, Karen, Arabic, or Spanish) preferred.
- Knowledge of the Twin Cities' job market, hiring trends, and application procedures.
- Experience working with immigrants preferred.
- Excellent written and oral communication skills.
- Highly organized and able to handle multiple projects simultaneously.
- Skilled in problem solving and able to independently address issues as they arise.
- Contacts in the human resources field helpful.
- Demonstrated commitment to the International Institute of Minnesota's mission and vision.

This Person may have Recurring Access to Vulnerable Populations

To Apply: Submit cover letter and résumé to Kate Raleigh (kraleigh@iimn.org).
No phone calls or walk-ins please. Position is open until filled.