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<b>Position available:</b>	Employment Navigator
<b>Department:</b>	Hospitality Careers Pathway
<b>Supervised by:</b>	Hospitality Careers Pathway Manager
<b>FLSA Status:</b>	Regular Full-Time Exempt: 1.0 FTE (37.5 hours per week)
<b>Prepared Date:</b>	July 17, 2019

### 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 in coordination with other IIMN departments
- 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
- Maintain positive employer relationships to create job opportunities for program participants
- Arrange class visits to employer partner companies and in-class guest speakers from employers and former participants
- Arrange mock job interviews with colleagues and employer partners
- Transport participants to apply for jobs, job interviews or as needed
- Teach job readiness skills, as well as other pathway related subjects as needed
- Assist Program Manager with training the Minnesota Opportunity Corps member and interns
- Supervise the Minnesota Opportunity Corps member and interns with job search related work
- Communicate curriculum ideas to Pathway manager, based on employer feedback
- Enter data in program databases (Excel, CRM, Salesforce, Workforce One)
- Attend IIM All-staff meetings, Employment staff meeting, Education Professional Development meetings and program weekly staff meeting
- 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 needed appointments
- Ability to speak a second language (Somali, French, Karen, Arabic, Swahili or Amharic) preferred.
- Knowledge of the Twin Cities' job market, hiring trends, and application procedures.

- Experience working with immigrants preferred.
- Strong 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.
- Teaching experience preferred
- 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](mailto:kraleigh@iimn.org)).  
***No phone calls or walk-ins please.*** Position is open until filled.