



INTERNATIONAL INSTITUTE *of Minnesota*

Title: Opportunity Navigator, Minnesota Opportunity Corps

Department: Nursing Assistant Training Program

Prepared Date: July 19, 2021

Application Deadline: August 25, 2021

Organization Description

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Position Description:

The International Institute of Minnesota has one remaining full-time Opportunity (Employment) Navigator position open with Minnesota Opportunity Corps for the service year that begins in September. The position open is with the Nursing Assistant Training Program.

Minnesota Opportunity Corps is a strategic partnership of people and organizations coming together to use the power of national service to assist Minnesotans with economic barriers to become more self-sufficient by gaining and retaining living-wage jobs.

The program year will start September 13th, 2021 and members serve through July 31st, 2022. It is a full-time position, serving 40 hours per week, and the schedule is generally a typical Monday – Friday office hours position. During their eleven-month service, members receive Global Career Development Facilitator training, on-going support, and professional development opportunities. In addition, members receive a modest living stipend, an education award of up to \$6,345, free health insurance and child care assistance (for those who qualify), and other benefits if eligible.

Position Duties and Responsibilities:

All Opportunity Navigators will be trained to provide proven, best-practice experiences for partner organizations' participants including the following:

- Develop 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 in one-to-one and small group settings as needed for success.
- Work collaboratively with “service team” members, such as education providers, social services, industry representatives, and employers.

Position Requirements:

- Must be 18 years of age, a US citizen, national, or legal permanent resident alien, and a high school graduate or equivalent
- 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 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.

To apply: Positions for the 2021-22 program year are being accepted now. 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 affiliates. To read more about the program, including full position descriptions, and to apply, visit www.opportunitycorps.org. Once you get to the application page, choose “Location: St. Paul”, then “[Opportunity Navigator – International Institute of Minnesota \(Job ID #2021-31338\)](#)”.

The application deadline is August 25th, after which time the application will close.

Questions? Contact admin@opportunitycorps.org, <https://www.opportunitycorps.org/contact-us> or 612-206-3030.