



CAREERS @ ULEC

Program: Urban Seniors Job Program (USJP)
Position/Title: Career Navigator
Location: Varies (Essex, Morris, and Passaic Counties) *travel to the listed locations required
Hours: Monday to Friday; 25 hours per week (Part-Time)
Salary: \$25 to \$30/hour
Reports To: Program Director [USJP]

Position Posted: Until Filled

Position Overview: The Career Navigator guides job seekers aged 55 and older toward unsubsidized employment opportunities. This professional provides career coaching, job search assistance, and digital skills training to help participants navigate the evolving workforce.

Responsibilities: Career Coaching and Development:

- Provide individual career counseling to assist participants in identifying career goals, transferable skills, and potential job opportunities.
- Conduct career assessments and develop action plans tailored to the employment goals of job seekers.
- Offer guidance on job search strategies, resume development, and interview preparation.

Job Placement & Workforce Readiness:

- Establish and maintain relationships with employers, workforce agencies, and training providers to create job placement opportunities.
- Support participants in understanding the requirements and expectations of employers, including workplace culture and digital competencies.
- Guide participants through career transitions, including entry into gig work, part-time roles, or full-time employment.

Training & Digital Literacy Support:

- Facilitate workshops on digital skills, including navigating online job applications, using professional networking platforms, and leveraging gig economy opportunities.
- Connect participants to training programs offered through partnerships such as Verizon Skills Forward.

Case Management & Data Tracking:

- Maintain detailed records of participant progress, career plans, and employment outcomes.
- Track key performance metrics and provide reports on success rates of job seekers.
- Collaborate with the program team to refine and enhance services based on the needs of job seekers and labor market trends.

Qualifications:

- Certification or Bachelor’s degree in workforce development, career counseling, social work, education, human resources, or a related field.
- At least 2 years of experience in career coaching, workforce development, case management, or a similar role.
- Experience working with adult learners, older workers, or underserved populations is preferred.

Preferred Experience and Skills:

- Strong knowledge of career counseling techniques, labor market trends, and workforce development best practices.
- Proficiency in digital tools, job search platforms, and virtual career services.
- Excellent interpersonal and communication skills with a passion for mentoring and coaching.
- Ability to build relationships with employers, training providers, and community organizations.
- Strong organizational skills with attention to detail and data management.

Equal Opportunity Statement:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Americans with Disabilities Act (ADA):

The Urban League of Essex County (ULEC) will provide applicants and employees with reasonable accommodation for disabilities or religious beliefs. If you require reasonable accommodation to complete the application process, please contact our HR Department at (973) 624-9535 Ext 220.

How To Apply:

E-mail resume/CV and cover letter to careers@ulec.org. In the subject line, write: **Career Navigator**.

The Urban League of Essex County is an Affirmative Action/ Equal Opportunity Employer.