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| Job Title | Career Navigator – Career My Way Youth Program |
| Employer/ Agency | Capital IDEA Houston |
| Job Description | <p>Summary: We are seeking a dedicated and passionate individual to join our team as a Career Navigator for our youth program. The Career Navigator will play a pivotal role in facilitating a 2-week career exploration program and field trip aimed at assisting youth in making informed decisions about their post-secondary education, short-term programs, or employment opportunities. The ideal candidate will possess excellent communication skills, a strong commitment to youth development, and the ability to guide and inspire young individuals towards their career goals</p> <p>Case Management and Navigation Responsibilities</p> <p>·Program Facilitation:</p> <ul style="list-style-type: none">- Plan and facilitate a 2-week career exploration program for youth participants.- Develop engaging and interactive workshops, activities, and discussions focused on career exploration, goal setting, and decision making.- Collaborate with program staff to ensure that the curriculum aligns with the needs and interests of the youth participants. <p>Field Trip Coordination:</p> <ul style="list-style-type: none">- Organize and coordinate a field trip to various workplaces, educational institutions, and training centers to expose youth to different career paths and opportunities.- Arrange transportation, permissions, and logistics for the field trip, ensuring the safety and well-being of all participants.- Facilitate discussions and reflection sessions during and after the field trip to help youth process their experiences and insights. <p>Individualized Guidance:</p> <ul style="list-style-type: none">- Provide one-on-one guidance and support to youth participants in exploring their interests, skills, and career aspirations.- Assist youth in researching post-secondary education options, vocational training programs, and employment opportunities. |

- Help youth develop personalized career plans and set achievable short-term and long-term goals.

Resource Referral:

- Connect youth participants with relevant resources, including career counseling services, financial aid information, and job readiness workshops.

- Maintain up-to-date knowledge of local educational institutions, training programs, and job opportunities to effectively support youth in their career exploration journey.

Evaluation and Assessment:

- Conduct pre-and post-program assessments to measure the impact of the career exploration program on participants' knowledge, skills, and career readiness.

- Collect feedback from youth participants, program staff, and stakeholders to identify strengths, areas for improvement, and opportunities for program enhancement.

· Must meet performance goals and demonstrate behaviors of the organization's Operating Agreements

· Submits Monthly, Quarterly, and Annual reports as required.

· Performs other duties as assigned by Program Director.

Bachelor's degree in education, counseling, social work, or a related field.

- Previous experience working with youth in a mentoring, coaching, or counseling capacity.

- Strong understanding of career development theories, post-secondary education pathways, and workforce trends.

- Excellent communication, interpersonal, and facilitation skills.

- Ability to work independently as well as collaboratively in a team environment.

- Demonstrated cultural competence and sensitivity to the needs of diverse youth populations.

- Proficiency in Microsoft Office Suite and online research tools.

- Valid driver's license and access to reliable transportation.

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| Qualifications | Education: Associate (Preferred) Experience: Case management: 2 years (Required) |
| Salary/Hours | Job Type: Full-time Pay: \$45,000.00 - \$50,000.00 per year Schedule: <ul style="list-style-type: none"> - 8 Hour Shift - Weekends as needed Benefits: <ul style="list-style-type: none"> • 401(k) • 401(k) matching • Dental insurance • Employee assistance program • Flexible schedule • Health insurance • Paid time off • Vision insurance |
| Address | Multiple Locations |
| City, State, Zip | Houston, TX |
| Application Method | Apply Here: https://www.indeed.com/viewjob?jk=e088cf2849a012d2 |
| Opening Date | Immediately |

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