



JOB DESCRIPTION

JOB TITLE: Talent Pipeline Navigator
DIRECT REPORTS: Director of Professional Services
FLSA STATUS: Non-Exempt
SALARY BAND: WS Band A - \$21.00-\$24.00 per hour (40 hours per week)

SUMMARY: The Talent Pipeline Navigator plays a critical role in building and growing sector pathways to high demand employment. This person is a key partner in the design and implementation of industry-driven sector pathways. The Talent Pipeline Navigator is responsible for anticipating and responding to the training and hiring needs of local employers, job seekers and incumbent workers. In this function this individual works with employers, college and workforce staff, and participants engaged in talent pipeline training activities to support and document their success.

TASKS AND RESPONSIBILITIES:

The Talent Pipeline Navigator will have experience and skills necessary to:

- Participate in talent pipeline planning and implementation efforts, including recruitment, training, job placement and retention.
- Track talent pipeline schematics and performance outcomes, identify and work with key partners to address barriers to success.
- Analyze labor market and training demand supply, and determine hiring needs of employers, and related training opportunities in the community.
- Identify the career trajectory demands and opportunities associated with different sector pathways.
- Identify and share with college faculty information about industry-driven certifications, emerging needs and training requirements of companies.
- Convene and attend labor market meetings and events to cultivate employer support for curricula development, hiring opportunities, and other resource sharing.
- Engage and host labor exchange and hiring events for employers.
- Design and implement college campus and workplace-based training and hiring strategies to support job seeker and incumbent worker persistence in

training and employment.

- Work in partnership with college instructors to promote participant persistence in class, access to on-job-training, work experience, support services, tuition assistance, access to employment and career advancement-focused skill building opportunities.
- Promote the labor market competitiveness of low wage, low income, ethnically and culturally diverse job seekers and incumbent workers by negotiating on job training, work experience and other hiring opportunities, and by providing job coaching, mentoring and other supports.

REPORTING REQUIREMENTS

The Talent Pipeline Navigator will:

- Document the projected and actual results that occur at each point in the talent pipeline, including: recruitment (employer, job seeker and incumbent workers); overview of college and work-based partner career paths, types of industry driven certificates and competencies earned; job placement, advancement and retention experiences of participants; results of ongoing customer (employer, job seeker and incumbent worker) assessments; and ongoing updates of how this information is being used to drive continuous improvement efforts.

ESSENTIAL SKILLS AND EXPERIENCE:

- Bachelor's degree preferred in business, education, psychology, communications, social services, or other related field.
- Experience working with college, employer and/or training partners to develop, implement and improve lean, accelerated sector pathways.
- Adept at using technology for labor market research, presentations and communication.
- Experience helping low income job seekers and incumbent workers improve their work skills, and access to jobs that lead to family wages.
- Data management, analysis and report writing skills.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- Dependable transportation.
- Position is flexible and may require evening work, and ability to work in college and other off site environments.

- Repeated use of computers, tablets, smart phones, and other communication mediums.