



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Career Navigator, JEC, Part Time (20 Hours)**

The Career Navigator will work with the Job and Education Center (JEC) team and clients to help navigate the hiring process. This may include resume development, career pathway planning, and strategic job searches.

This position requires extensive contact with clients of Worcester Community Action Council, Inc., business and agency partners, as well as the general public. Excellent customer service skills are critical.

The Career Navigator will work 20 hours per week: Monday – Thursday 9:00 am – 2:00 pm.

### **Qualifications:**

- Bachelor's degree preferred. High School Diploma or Equivalency required. Related experience considered.
- Attention to detail and accurate paper work essential.
- Strong written and oral communication skills.
- Good interpersonal and organizational skills.
- Must be proficient in Microsoft Office and have a working knowledge of researching and applying for jobs online.
- Must be able to multitask and work in a busy environment.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational and socio-economic backgrounds required.
- Experience working with at-risk youth required.
- Ability to maintain confidential information.
- English/Spanish Bilingual ability preferred.

### **Special Certification or Documentation:**

- Ability to successfully complete a CORI/SORI review.

### **Duties and Responsibilities:**

- Have a working knowledge of JEC programs.
- Demonstrated skills in resume development, career pathway exploration, navigating the hiring process, and strategic job searches.
- Demonstrate excellent writing skills.
- Work 1:1 and cohort style with JEC clients. Be able to identify someone's strengths and interests and assist them with their work readiness preparation.
- Work with the JEC team to identify employment opportunities and/or experiences for at-risk, gang or court involved youth.
- Meet with clients regularly to discuss job related challenges, responsibilities and participant and supervisor relationships.
- Support the JEC team as needed.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by February 9, 2018.**