

CAREER NAVIGATOR

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH CENTER FOR WORKFORCE INNOVATION AND SOLUTIONS MICHIGAN WORKS! SOUTHWEST

Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking enthusiastic and dedicated Career Navigators to support Michigan Works! Southwest customers. Career Navigators provide clerical and administrative support to customers, as well as assistance with paper and electronic file maintenance. Responsibilities include providing frontline support to Michigan Works! Southwest customers, program orientations, data entry, assistance with job search activities, and making referrals to other support agencies as needed. Career Navigators work in a public setting, supporting a diverse group of job seekers.

Position Requirements

High school diploma or equivalent, and two years of related work experience required. Experience working with diverse populations within the public preferred. Bi-lingual (English/Spanish) preferred. Excellent interpersonal and communication skills required. Strong computer and data entry skills required.

About the Center for Workforce Innovation and Solutions

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

Michigan Works! Southwest, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo and St. Joseph counties in southwest Michigan, and has a deep understanding of existing and growing industries, training and education opportunities, and the current status of the local workforce, resulting in maximum impact in the communities served.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the Upjohn Institute has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

This position offers a starting salary of \$35,000 - \$38,000 based on experience, as well as a generous benefit package.

Application Instructions

Submit resume and letter of interest including to hr@upjohn.org.