

## Full-Time Career Navigator: Built Environment (WDI Internal and External Posting)

Workforce Development, Inc. is seeking a friendly and professional Career Navigator to join our team. This person will be based in Olmsted County but may provide services throughout our region. We encourage all qualified applicants, including minorities, women, veterans, individuals in the LGBTQIA+ community, and individuals with disabilities to apply.

The right candidate will help adults find ways to enter built environment training and employment, so being familiar with the built environment will be helpful, although not required.

### Responsibilities include:

- Helping adults plan their career and find jobs in the Built Environment
- Developing employment and training plans
- Recruiting diverse candidates
- Case management and sharing information about programs and services
- Utilizing excellent communication skills
- Partnering with BIPOC lead organizations and community members
- Working with diverse populations

### Requirements:

- Experience in career planning/case management and working with employers
- Being detail-oriented and a good communicator
- Computer skills
- Ability to maintain confidentiality and data privacy
- Bilingual skills appreciated but not required

### About Us:

Workforce Development, Inc. is a non-profit organization dedicated to advancing the workforce of SE MN. We are a customer-focused, action-oriented team committed to the values of Respect, Integrity, Innovation, Education, and Community. We value diversity among our talented employees.

Salary Range: \$47,840 to \$52,000 annually

If you are interested in a dynamic work environment at an organization dedicated to helping job seekers and employers, please submit your resume and letter of interest to be received by **4:30pm on Friday, April 5, 2024**, to:

Jakki Trihey  
Workforce Development, Inc.  
2070 College View Road East  
Rochester, MN 55904  
Or E-mail: [jtrihey@wdimn.org](mailto:jtrihey@wdimn.org)

**WDI is an Equal Opportunity Employer/Service Provider.** WDI does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, or military status in any of its activities or operations. This information is available in alternative formats for people with disabilities by calling 507.292.5152 (voice) or by using your preferred relay service.