

Position Title:	Employer Navigator	Date:	May 2022
Reports To:	Economic Development and Inclusion Director	FLSA Status:	Independent Contractor
Department:		Position Status (FT/PT)	FT

Job Summary

Reporting directly to the Economic Development and Inclusion Director, the Employer Navigator will work with Wilmington Alliance’s Second Chance Employment Collaborative to support its goals of connecting justice-involved individuals with stable career pathways in high-growth sectors. The Employer Navigator will serve as a liaison between organizations supporting job seekers and employers to facilitate a successful transition to work for justice-involved Delawareans.

Essential Functions and Responsibilities

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

- Identify and build relationships with employers with intent to hire justice-involved job seekers.
- Assists employers in evaluating hiring practices to identify barriers to employment, especially for individuals with justice-involvement.
- Identifies services and resources available for job seekers and employers who will hire justice-involved individuals and facilitating the exchange of this information.
- Acts as a liaison between workforce development programs and potential employers
- Build relationships with case managers and other local, county and state partners to understand job training and placement programs and to best align resources with employees served by Wilmington Alliance.
- Participates in job fairs, expungement events and other relevant community meetings to represent Wilmington Alliance and foster continued collaboration in support of the Second Chance Employment Collaborative
- Generate monthly and quarterly reports for the CEO and the Executive Board

Supervisory Responsibilities: None

Qualifications:

Education and Experience Requirements:

- Minimum of two years’ experience in case management, human resources/recruiting or other relevant experience
- Verification of valid a business license and relevant insurances.

Knowledge, Skills and Abilities:

- A familiarization with public social services programs
- A familiarization with HR processes, specifically recruitment, hiring and onboarding
- The ability to develop relationships and collaborative partners
- Excellent organizational skills and attention to detail with the ability to handle multiple tasks.

- Excellent computer skills, including knowledge of Microsoft Office suite, Internet and e-mail proficiency, and various accounting systems a plus.
- Ability to use Apricot360 platform for tracking all contacts and referrals and outcomes
- Strong written and oral communication skills.
- Willingness to establish and maintain effective working relationships, while maintaining confidentiality.
- Some familiarity with circumstances surrounding reentry of individuals with justice-involvement is a plus.

Work Environment:

- Must be flexible to attend job fairs and other community events outside of traditional working hours.
- General office environment
- Travel: Occasional

This is an Independent Contract role. The Contractor shall be responsible for all expenses incurred while performing Services under a signed agreement. This includes automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; cell phone expenses; meals; equipment tools and materials; and all salary, expenses, and other compensation paid to employees or contract personnel the Contractor hires to complete the work.

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

Application and Selection Process

- Qualified candidates should send a 1-page cover letter and resume – with “Employer Navigator - Contract Role” in the subject line – via email to jobs@wilmingtonalliance.org
- Emailed applications will be accepted through **June 30, 2022**, and preliminary interviews will begin as qualified applicants are identified. No applications will be accepted by mail or phone.
- Cover letter should be addressed to Hara Wright-Smith, Director of Economic Development and Inclusion, Wilmington Alliance.
- Candidates will be notified of application receipt and status in a timely fashion.
- Finalist candidates will be expected to provide references and will be subject to a background check and verifications.

Further Information

- Questions or requests for further information may be sent to jobs@wilmingtonalliance.org
- Before applying, it is recommended that candidates study the Alliance website (www.wilmingtonalliance.org) and read materials published there, including the infographic that depicts the systemic approach and interlocking of all initiatives.
- An overview of Wilmington and the Brandywine Valley can be found on the website of the Greater Wilmington Convention and Visitors Bureau at www.visitwilmington.com

Wilmington Alliance is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, gender identity genetic information or any other characteristic protected by applicable federal, state or local laws and ordinances.

