ANEW improves people’s lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

**POSITION TITLE: Youth Exploration Program – Pipeline Navigator**

The main function of this position is to provide services that obtain and maintain meaningful exploration opportunities for in school youth, that may achieve opportunities in pre-apprenticeship and/or apprenticeship opportunities. Services include but not limited to: presentations, outreach, & recruitment of Department of Vocational Rehabilitation students, school officials, and community agencies. Increasing student participation through recruitment. Coordinating weekly to monthly workplace readiness training during school hours, after school, or weekends and school Holidays.

**ESSENTIAL FUNCTIONS**

*Outreach and Resource Providers*

- Provide outreach at schools, DSHS DVR meetings and/or staff, and other community events
- Presentation of program to staff, students, and interested groups to recruit students for the program
- Weekly in-class workshop/presentation to target audience
- Collaborate with Career and Technical Education (CTE) programs to create a schedule for exploration program opportunities for IEP/504 students for facility use
- Build relationships with other organizations
- Assist with enrollment paperwork and qualification for services, specifically: DVR Pre-ETS forms
- Distribute program marketing materials to prospective students and appropriate service and/or community partners
- Maintain weekly database tracking and records of all outreach, enrollment, and service activities conducted, and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Create and maintain relationships with schools, community-based organizations, pre-apprenticeship programs and apprenticeship programs
• Work with Director of Marketing & Outreach to create presentations and marketing materials which will engage the target population
• Retention of program clients
• Support Trades Coordinators and Program Supervisor during exploration programming
• Other duties as assigned

MINIMUM QUALIFICATIONS
• Experience providing outreach and communication to disadvantaged populations, preferably IEP/504 students
• Ability to collaborative with school representatives
• Ability to work in a team to produce outcomes
• Knowledge of apprenticeship preferred
• Experience presenting to groups, preferably students
• Excellent interpersonal, written and verbal and excellent customer relations skills
• Experience in using various forms of social media for business related purposes
• Experience: providing recruitment, employment placement services, instruction and counseling to adult or youth population and working with ethnically diverse populations
• Knowledge of barriers facing hard to serve clients

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS
• Ability to work flexible schedule to include evenings, weekends, and/or holidays
• Proof of citizenship or other authorization for employment
• Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Administration office in Renton and remote locations as assigned

TRAVEL REQUIREMENT: Within the state of Washington, up to 25%

WORK SCHEDULE: Monday through Friday and occasional evening and weekends.

REPORTS TO: Director of Programs

ANTICIPATED START DATE: ASAP
**SALARY**

This position is a non-exempt position and is paid an hourly rate of $23 – 30 per hour. This position reports to the Youth Exploration Program – Program Supervisor.

This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

**BENEFITS**

Employer paid benefits include: Medical, Dental and Vision for the employee. Employees may choose to purchase coverage for dependents through the ANEW plan. A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of $80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits.

Additional employer paid benefits include: basic life insurance, 401(k) after one year, vacation, sick leave, holiday pay and taxes as required by law.

**APPLICATION PROCEDURE**

This is an open position. To receive first consideration, applicants should submit a cover letter outlining qualification for this position along with a detailed resume. Please email documents to: hr@anewaop.org