



**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 in the county and has a unique and successful reputation for assisting women and other under-represented populations into apprenticeship. ANEW provides career exploration, training, support services and equity and inclusion services.

**POSITION TITLE: Apprenticeship Navigator**

The main functions of this position will be to outreach to youth who are or have experienced foster care or homelessness, provide career exploration in apprenticeable occupations, and reduce barriers to entry into pre-apprenticeship and apprenticeship programs. The position will provide support services as well as assisting with placement and retention.

**ESSENTIAL FUNCTIONS**

Primary Responsibilities:

- Outreach to youth experiencing foster care or homelessness
- Form partnerships with organizations who work with these populations to create referral networks
- Provide pre-apprenticeship and apprenticeship navigation, placement, and retention services
- Work with other pre-apprenticeship programs to aid participants who qualify
- Conduct apprenticeship outreach sessions across the State of Washington
- Distribute program marketing materials to prospective students and appropriate community partners
- Develop presentations and marketing materials which will engage the target population
- Assist with meeting the enrollment goals outlined in the WSAC contract

Secondary Responsibilities:

- Provide outreach at schools, job fairs and other community events
- Assist the team with responding to inquiries about the programs and services available through ANEW
- Assist with enrollment paperwork and qualification for support services
- Create and maintain relationships with community-based organizations that work specifically with youth and young adults who have experienced foster care of homelessness



### **MINIMUM QUALIFICATIONS**

- Experience providing outreach and communication to disadvantaged populations, preferably foster and homeless youth
- Marketing or graphic design experience preferred
- Knowledge of apprenticeship preferred
- Excellent interpersonal, written and verbal and excellent customer relations skills
- Intermediate to advanced computer skills, including operational abilities in all Microsoft Suite programs (i.e. - Word, Access, Excel, and PowerPoint)
- 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**

- This position is based out of our Renton office.
- Ability to work flexible schedule to include evenings and/or weekends, as needed.
- 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:** March 1, 2021

### **SALARY**

This position is an exempt position and is paid an annual salary of between \$55,000 – 65,000 per year. This position reports to the Director of Programs.



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, 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](mailto:hr@anewaop.org)

