

Job Title: Career Navigator

Qualifications:

- Must be a member of IUOE Local 49 in good standing
- Five years of field experience and completion of Local 49 apprenticeship program preferred
- Ideal candidate has a strong ability to teach and mentor new people in our industry
- Proficiency in heavy equipment operations required

Job Description: IUOE is looking for Career Navigators to assist in recruiting, supporting, mentoring and working with individuals looking to explore a career in our industry and also existing apprentices working toward graduation.

Job Duties:

- Career Navigators will work with Apprenticeship Coordinator and Workforce & Community Development Director to promote pre-apprentice and apprenticeship programs.
- Duties will include jobsite visits to spend time on the job helping apprentices learn their duties, and this will involve travel — this will be done in consultation with employers and with their approval.
- Career Navigators will assist with recruitment, screening, training, employer placement and long-term mentoring for recruits/trainees to ensure an optimal apprenticeship experience for apprentices, signatory contractors and end users.
- Career Navigators will need to establish and maintain relationships with contractors to identify placement opportunities for individuals completing the IUOE Local 49 Apprenticeship Readiness Program.
- Career Navigators will work with the Apprenticeship Coordinator & Workforce & Community Development Director to create and implement a mentorship program for recruits/trainees coming into IUOE Local 49s Apprenticeship Readiness Program.
- Career Navigators will provide additional support services throughout the apprenticeship program for struggling apprentices.
- Career Navigators will assist the Apprenticeship Coordinator with distributing, ensuring completion and collecting the Apprenticeship Retention and Support Surveys.
- Career Navigators will assist the JATC with keeping a current list of referral sourcing from various programs that send qualified applicants to IUOE Local 49s Apprenticeship Readiness Program.
- Career Navigators will work with the Apprenticeship Coordinator to track progress, completion, placement and retention information of recruits/trainees until journey-level status is achieved.
- Career Navigators will work with the Apprenticeship Coordinator to identify and track apprentices eligible to receive grant monies.
- Will attend job fairs and other workforce recruitment activities and events as needed throughout the winter season.

Benefits

- Salary up to \$80,000 commensurate with experience
- Pension and Defined Contribution Plan
- Industry-leading family health and dental coverage including employer paid HRA (100% employer paid premium also)
- Life insurance
- Paid time off
- Employer provided vehicle or stipend

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