



## WEPA EMPOWERMENT CENTER CAREER NAVIGATOR POSITION DESCRIPTION

**Position Title:** Career Navigator

**Reports to:** Workforce Program Manager

**Date:** 03/01/2026

**Department:** WEPA Empowerment  
Center/Tec Centro- Lebanon

**FLSA Status:** Non-Exempt; Full-Time, 37.5 hours/week

**Salary Range:** \$23 - \$25 / hour

**Schedule:** Monday–Friday, 8am–4:30 pm; evening hours may be required

**Benefits:** PTO (20 days), Health, Dental, Vision, Life Insurance, Retirement, 13 Holidays

### PRIMARY FUNCTIONS

The Career Navigator supports the Workforce Training and Adult Basic Education (ABE) programs through:

- **Recruitment & Enrollment:** Outreach, engagement, facilitating information sessions, conducting assessments, and guiding applicants through registration.
- **Student Advising & Success:** Orientation, coaching, monitoring progress, case management, and community referrals to support program completion.
- **Academic Support / Career Planning / Job Placement:** Tutoring coordination with ABE, career planning, employment preparation, and placement assistance.

### ACCOUNTABILITIES

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Recruit prospective students through outreach and community events.
- Conduct interviews, readiness assessments, and gather documentation.
- Develop and update individualized career / educational plans.

- Provide orientation to program participants
- Cultivate and maintain internal and external partnerships while representing the organization at community events.
- Track job market trends and share employment opportunities.
- Facilitate workshops related to job readiness or program content.
- Maintain participant data and produce reports.
- Identify barriers and provide referrals when needed.
- Assists with employment preparation and placement assistance.
- Provide post-graduation support
- Attend staff meetings, trainings, and committees as required.

## **POSITION SPECIFICATIONS**

### **Education and Experience**

#### **Required**

- Bachelor's degree in healthcare, education, human services, or related field
- One year of experience in recruitment, job readiness, career guidance, or similar work, OR equivalent combination of education and experience.

#### **Preferred:**

- Bilingual (Spanish/English).
- Experience with adult learners or healthcare environments.
- Case Management Experience
- Driver's license and/or reliable mode of transportation.

#### **Other Skills and Abilities:**

- Strong organization, communication, and presentation skills.
- Ability to work effectively with diverse populations.
- Ability to travel locally when representing WEPA Empowerment Center/Tec Centro-Lebanon.
- Strong written, verbal, and digital communication.
- Goal setting and progress assessment skills.
- Knowledge of workforce program requirements and local job trends.

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- Proficiency in Microsoft Office; student database experience preferred.
  - Occasionally travel up to 10% of the time

#### **OTHER REQUIREMENTS**

- Ability to interpret instructions and solve problems with limited guidance.
- Basic math skills.

#### **PHYSICAL DEMANDS**

- Primarily seated work; some standing/walking; occasional lifting up to 25 lbs.
- Regular computer and phone use.

#### **WORK ENVIRONMENT**

- Moderately loud office environment.

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***WEPA Empowerment Center is an Equal Opportunity Employer. We celebrate diversity and are committed to an inclusive environment for all employees.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***