

Pathways Navigator, NEPA Thrives

Scranton Area Community Foundation

About the Scranton Area Community Foundation

Scranton Area Community Foundation is on a mission to enhance the quality of life for all people in Northeastern Pennsylvania through the development of organized philanthropy. With assets of more than \$55 million and more than 300 charitable funds, the Scranton Area Community Foundation distributed over \$8 million in grants and scholarships in 2022. Additionally, through its foundation management services offered to other private and public foundations, the Scranton Area Community Foundation manages assets of more than \$85 million and has distributed an additional \$5 million in grants and scholarships through assets under management. As a public 501(c)(3) community foundation, the Scranton Area Community Foundation serves as a steward, a grantmaker, a charitable resource, and a catalyst for change. The Scranton Area Community Foundation leads various initiatives including Women in Philanthropy, the Center for Community Leadership and Nonprofit Excellence, NEPA Moves, NEPA Thrives, and the NEPA Animal Welfare Collaborative. More information about the Scranton Area Community Foundation can be found at www.safdn.org.

About NEPA Thrives

The mission of NEPA Thrives is to find solutions to Northeastern Pennsylvania's workforce challenges, including skills training, digital access and literacy, and affordable, quality childcare in order to create a robust and growing regional economy where all individuals, families and employers thrive.

About the Position

The Pathways Navigator position is a new position within the Foundation's workforce initiative NEPA Thrives, and will require development of procedures in partnership with management.

The Pathways Navigator will work with unemployed and underemployed individuals from low-to-moderate income backgrounds (with a particular focus on high school students and young adults) with the overall goal of developing a sustainable pathway to economic mobility for the participant.

The position will support participants by working closely with high school counselors and community-based organizations to find the most likely pathway to economic mobility for each participant which includes mentoring on the most aligned opportunities for that individual, including post secondary learning programs, certificates and degrees and, high quality, entry-level jobs. The position will also work with local social service organizations to provide wrap-around services, including childcare, transportation, training stipends, and housing assistance in supporting the participant achieving the program's overall goal which is greater economic mobility.

This position is ideal for candidates who have:

- A passion for making a difference to help strengthen the Northeastern Pennsylvania region.
- Experience working in the community, preferably related to workforce, within the social service sector, or with young adults.

- Excel at being proactive and self-motivated;
- Demonstrate excellent organizational and project management skills.

Schedule

Full time position with 40 hours per week mainly within a 8 a.m. and 5 p.m. Monday through Friday schedule. Though flexible with the majority within those timeframes, occasional evening events may be required. Some evening and weekend work is required to attend events. The position's location is yet to be determined though will be both remotely and in an office setting.

Key Duties and Responsibilities

- Assist management with the development of the program's procedures and practices to advance the mission of NEPA Thrives.
- Conduct outreach and recruitment of participants (by phone, online, and in-person), including at places such as community and neighborhood events, community-based organization events, cultural/social/religious events, and schools.
- Assess eligibility and identify participant strengths and needs, and then collaborate with them to set and achieve appropriate employment outcomes by identifying short- and long-term objectives through connecting participants to programs that provide career navigation and jobs seeking skills training.
- Provide comprehensive case management services to support participants in addressing barriers to employment including: intake, needs assessment, service planning and facilitation, career counseling, and job development.
- Connect participants to social support services such as transportation, childcare, and housing that are needed to achieve their goals.
- Help participants through the job search process by providing knowledge and feedback on job search materials and skills, exposure to employer contacts, and connection to education and training opportunities.
- Track participant activities, progress and results using client management and tracking systems and provide updates at partner meetings.
- Support overall program coordination with a strong focus on logistical aspects that are participant, career training, and employer facing.
- Support marketing, outcome tracking, reporting and grant writing requests.
- Maintain up-to-date and accurate participant files

Position Requirements:

- Superior organizational and time management skills
- Strong ability to work independently.
- Excellence in relationship building and respectful dialogue with partners and stakeholders
- Strong attention to detail
- Exemplary listening and communication skills
- Excellent collaboration skills with desire to work in a team environment
- Self-motivated, proactive, and creative problem solver

- Skilled in Google Suite, including Gmail, Calendar, Docs, Sheets, and Slides, as well as Microsoft products, including Excel and Word
- Proficiency in Zoom or similar virtual platforms

Preferred, But Not Required:

- Experience in the field of workforce development, community development or nonprofits
- College degree is not required, but coursework in the above fields is a plus
- Experience working with young adults
- Bilingual ability

Compensation and Benefits

Salary may range from \$48,000 to \$52,000 depending on experience. Position includes premium health, dental, and vision insurance benefits with modest cost-share by employee. Insurances begin on the first day of the month following the employee's start date. Short-term disability, long-term disability, and life insurance benefits included which begin six (6) months following the employee's start date. Contributions into a pension plan (SEP-IRA) are also included. Competitive time off policy offered.

Application Information

Interested applicants should email info@safdn.org with the following documents:

- Cover letter
- Resume
- Reference(s) from educators, previous managers, or similar authority positions.

No phone calls please.

The Scranton Area Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.