



POSITION POSTING: Career Navigation Specialist (Yuma or Sierra Vista)

The Arizona Coalition for Military Families seeks the right person to join our team as a **Career Navigation Specialist**.

The **Career Navigation Specialist** will operate as part of the Be Connected Career Navigation team, assisting service members, veterans, and their family members in finding employment and navigating their career search. The effectiveness of this position will directly impact how these individuals are connected to the resources and support they need across all determinants of health through our Ecosystem of Support. The **Career Navigation Specialist** connects Arizona service members, veterans, and their families to career support as part of the Arizona Coalition for Military Families' statewide employment initiative.

EMPLOYMENT TYPE: Full-time

LOCATION: Team member must be located in Arizona, preferably in the Yuma or Sierra Vista area. The position is remote with some onsite work at partners such as military installations and regular travel throughout the state for training, outreach, and events.

WE HAVE:

- A nationally recognized collective impact initiative and partnership of engaged public and private sector organizations.
- A team of people truly passionate about making a difference in the lives of Arizona's service members, veterans, and their families.
- A supportive work environment that encourages self-care and professional growth.
- A strategic plan and innovative approaches for creating community change in support of all those who serve and their families through an upstream prevention model.

YOU HAVE:

- A passion for supporting the military, veteran, and family population.
- A bachelor's degree or an equivalent combination of education and experience.
- 1-3 years of experience in career navigation, career counseling, or case management, with a comfort level in supporting military installations and partners engaging with service members, veterans, and their families.
- Ability to assist transitioning service members, veterans, and military spouses by providing them with the tools they need to succeed in their career search.



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- Strong people skills for working with our team, community partners, and various community helpers.
- Experience in outreach, engagement, and training.
- Strong writing and communication skills.
- Attention to detail in documenting work, tracking metrics, and reporting data.
- Ability to stay organized and focused on various tasks.
- A team-oriented approach with a focus on problem-solving and finding solutions.
- Proficiency with technology, including Google Suite, cloud-based platforms, etc.
- Ability to work in a fast-paced and continuously changing environment.

TYPICAL DAY:

- Report client-related updates to the Career Navigation Coordinator.
- Collaborate with the team on process improvements.
- Perform administrative tasks and ensure clear communication with team members regarding task completion.
- Participate in weekly huddles with the statewide Be Connected team.
- Attend team huddles and communicate with the Career Navigation Coordinator to strategize and establish daily team goals.
- Handle sensitive referrals and coordinate with partner organizations, ensuring confidentiality and professionalism.
- Refer clients appropriately to Be Connected services to address social determinants of health.
- Prepare the AZ Veteran Toolkit and Career Development Initiative applications and meet submission deadlines.
- Schedule and conduct one-on-one sessions with individual career seekers.
- Review resumes, conduct mock interviews, and provide salary negotiation tips.
- Conduct structured client contact and follow-ups for the DoD SkillBridge program and career seekers.
- Organize and run career development workshops, providing tools such as interview preparation, resume workshops, and networking strategies.
- Conduct outbound and inbound contact with Employment Service Providers and Military Installations.
- Conduct briefings at DoD installations, both virtually and in person, maintaining clear communication with installation personnel.
- Maintain relationships with key community stakeholders and keep leadership informed of potential issues.
- Undertake additional duties as determined by the leadership team.



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IMPORTANT INFO:

- This is a full-time, hybrid position based in Arizona. Primary work location is home office with some onsite work at partners like military installations and other statewide travel for events and convenings.
- Cell phone and internet stipend provided.
- Health, vision, dental, disability, and life insurance benefits are available, and a generous stipend is provided toward or in lieu of health coverage.
- 403(b) plan with 6% employer contribution (regardless of employee contribution).
- Vacation, sick/mental health time, and paid time to vote and serve on jury duty are offered to all employees.
- Paid parental leave is available after one year of employment to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.
- Some in-state travel may be required, with all travel expenses covered.
- Conditions of Employment:
 - You must be legally authorized to work in the United States.
 - Must be proficient in English (written and spoken).
 - Must pass a background check.
 - You may be required to serve a probationary period.
 - Applicants will be required to complete an online onboarding process.

TO APPLY:

- The first review of candidates will take place on **07/29/2024**.
- Please submit your resume along with a letter of interest telling us why you are a great fit for the position at: <https://form.jotform.com/210734302207038>

To learn more about the Arizona Coalition for Military Families, visit www.ArizonaCoalition.org. To learn more about Be Connected, visit www.ConnectVeterans.org.

The Arizona Coalition for Military Families is a nationally recognized public/private partnership focused on building Arizona's statewide capacity to care for and support all service members, veterans, their families, and communities through cross-sector collaboration between the military, government, and community. The fiscal sponsor for ACMF is Technical Assistance Partnership of Arizona, an Arizona nonprofit and 501(c)(3) tax-exempt organization.

TAPAZ/ACMF is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.