



No Recruiters/Agencies and No phone calls

Career Navigator

WiNGS is a non-profit agency that supports women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

The **Career Navigator** will serve as a member of our team operating three Financial Empowerment Centers (FEC)n in South Dallas. This position will help clients locate and access job skills training programs that lead to sustainable employment with a living wage and benefits. The Navigator will gain an in-dept knowledge of available training programs, develop working relationships with program leadership and will directly with clients to connect to, enroll and complete training programs.

This position will serve clients through FECs located in Oak Cliff, Pleasant Grove and Redbird mall. Candidates should also be proficient with technology to perform virtual services and client meetings through a Zoom platform.

Evening and weekend hours may be required for this position. Local travel is required. Fluency in Spanish is strongly preferred.

PRIMARY RESPONSIBILITIES:

- Build relationships with community partners and employers to create a recruitment pipeline of participants, facilitate enrollment in job training programs and aid in successful placement in targeted job openings.
- Recruit and advise adults seeking to explore, participate in and complete job skills training programs.
- Coordinate referrals to supportive services and community assistance programs to increase participant retention and completion for targeted programs.
- Track and report participant outcomes; ensure workforce development goals are met.

ESSENTIAL QUALITIES & QUALIFICATIONS:

- Bachelor's degree in Social Work or related field preferred; minimum of 2-4 years prior experience working with disadvantaged or at-risk populations, non-profit experience preferred.
- English/Spanish bilingual proficiency is strongly preferred.
- Commitment to WiNGS mission and values including an understanding of barriers faced by low-income families.
- Personal qualities of maturity, self-awareness, empathy, flexibility, cultural humility, and an exceptional capacity for team and community building.
- Must be able to work flexible schedule, including some nights and weekends.
- Must have reliable transportation for local travel; out of state travel may be required.

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org.