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POSITION POSTING

March 17, 2026

Youth Career Navigator:

1 full-time opening
Home office of either Willmar or Litchfield

Hourly Wage Scale:

\$25.30 - \$30.99 - \$36.68

Primary Objective of Position

This position will assist participants in identifying strengths, evaluating and overcoming challenges, in order to obtain a path towards long-term employment and self-sufficiency. This position places a strong emphasis on connecting youth to high-quality pre-apprenticeship and registered apprenticeship opportunities, helping participants build career pathways in in-demand industries. Contribute to a healthy, and safe work environment for all. This position will travel throughout Kandiyohi and Meeker counties and surrounding areas as necessary, to recruit and serve youth and young adult participants. Approximately 60% travel expected.

Qualifications

- Proficiency with personal computer usage, Microsoft Office products, email, and internet usage
- Demonstrated case management skills
- Passion for working with and recruiting youth and young adults for services
- Ability to communicate professionally and effectively with general public, participants (individuals and groups), and internal staff
- Highly organized and self-motivated to work independently and manage schedules efficiently
- Knowledge of job search strategies (including coaching and career counseling)
- Ability to support and motivate participants
- Must be able to travel as necessary in a 75-mile radius with employee-provided transportation

Responsibilities

- Identify and match participants to community resources that will support the participant
- Direct delivery of services to participants; evaluate objectives, activities, time frames, and resources
- Complete all necessary paperwork in a timely manner
- Maintain an up-to-date case file on each participant enrolled, which clearly shows the services being provided and employment goals
- Ability to direct CareerForce visitors with online job-search and related activities

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- Recruit, assess, and enroll eligible youth into WIOA programming, with an emphasis on individuals who would benefit from pre-apprenticeship and apprenticeship opportunities.
- Develop and maintain partnerships with employers, unions, training providers, and Registered Apprenticeship programs to expand access to work-based learning opportunities.
- Engage in pre-apprenticeship activities that prepare youth for successful entry into Registered Apprenticeships, including:
 - Work readiness and employability skills training
 - Industry-recognized credential attainment
 - Career exploration and hands-on learning experiences
- Coordinate and support youth placement into work-based learning opportunities, including job shadows, internships, on-the-job training, and apprenticeships.
- Provide ongoing support and follow-up services to ensure retention and success in pre-apprenticeship and apprenticeship placements.
- Maintain knowledge of internal data management systems, ensure timely and accurate entry of information into these systems
- Responsible to review, understand, and implement program and grant plans and procedures
- Authorize and justify the expenditure for support services for individual participants based on their plan and following appropriate policies and procedures for these expenditures
- Effectively utilize training and support budgets for participants
- Conduct initial enrollment interviews for participants, collect necessary personal data, and perform assessments
- Administer vocational testing and interpret test results
- Coach and provide employment counseling to participants on issues such as career success skills, interviewing, résumé writing, job search techniques, and job retention
- Maintain contact with site supervisors, monitor participant's progress, attendance, and payroll procedures while participating in work-based learning opportunities
- Notify participants of employment opportunities and conditions of employment
- Build caseload through appropriate recruitment efforts
- Participate in community outreach activities
- Provide reports to agency as necessary
- General familiarity with current social media channels and how to incorporate these channels into job search activities

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Education, Training, and Experience

A four-year college degree or equivalent experience in human services or a related field is preferred.

To Apply:

Send cover letter and résumé to:
Human Resources, CMJTS, PO Box 720, Monticello, MN 55362
employment@cmjts.org

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HUMAN RESOURCES