



WE'RE HIRING!

August 19, 2026

Career Navigator – Youth Program

Salary Range: \$25.30 – \$30.99 – \$36.68

Status: Non-Exempt

Schedule: Hybrid — primarily on-site at a partner school in Sherburne or Wright County and out in the community with youth; remote work is available but limited, especially during training

About the Role

Every young person deserves a real shot at a future they're excited about — and that's where you come in. As a Youth Career Navigator with Central Minnesota Jobs & Training Services, Inc., you'll walk alongside young adults as they discover their strengths, work through challenges, and take real steps toward long-term careers and self-sufficiency.

Part of this role is connecting young people with pre-apprenticeship programs, helping them build skills, gain hands-on experience, and open doors into skilled trades and in-demand careers. If you've worked in or around pre-apprenticeship or workforce training programs before, that's a great fit for this role — but what matters most is your genuine drive to help young adults believe in what's possible for them.

What You'll Do

- Guide participants through enrollment, assessments, and vocational testing to understand their strengths and goals
- Connect and place young adults in pre-apprenticeship programs and other community resources that fit their goals
- Coach participants on career success skills — interviewing, résumé writing, job search strategies, and job retention
- Build and manage a caseload, staying in close contact with participants and site supervisors to track progress and attendance
- Create individualized service plans, and responsibly authorize support-service funding to help participants stay on track
- Keep accurate, timely records in our data management systems and complete required paperwork

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

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Workforce excellence is CENTRAL to all we do.

- Represent CMJTS in the community — building relationships with employers, schools, and partner organizations, and helping grow our caseload through outreach
- Bring fresh ideas to the team and help us keep improving how we serve participants

What We're Looking For

- A 4-year college degree in a related field, or equivalent relevant experience
- Comfort with Microsoft Office, email, and everyday computer/internet tools
- Case management experience, or a strong ability to learn it quickly
- Great communication skills — you can connect with participants one-on-one, in groups, and with staff and community partners
- A self-starter mindset: organized, motivated, and comfortable managing your own schedule
- Knowledge of job search strategies, career coaching, or counseling
- A genuine ability to encourage, support, and motivate young people
- Experience with pre-apprenticeship or workforce training programs is a plus
- Willingness to travel within a 75-mile radius using your own transportation

Work Environment & Schedule

This position follows a hybrid work model, combining in-office and remote work, with flexibility to report to the office for meetings, events, training, or team collaboration as needed. Work is performed in an office environment with frequent contact with the public, vendors, and staff. This position may on occasion be required to work extended hours to complete a project. Work is often performed as part of a team and will be expected to work with other employees to resolve issues, answer and ask questions, and meet deadline commitments.

***Ready to help shape the next generation of the workforce?
We'd love to hear from you.***

How to Apply

Visit www.cmjts.org to learn more about our organization

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362
employment@cmjts.org

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