



21400 International Blvd S. Suite 302, SeaTac, WA 98198  
admin@partnerinemployment.org  
www.partnerinemployment.org  
206-429-3824

## Training Navigator

### Job Description

#### POSITION DESCRIPTION:

The Training Navigator connects PIE clients to various training opportunities by building relationships with current, prospective, and potential partners. In collaboration with the Employment Practitioners, he/she will assist clients to achieve success.

#### Responsibilities

- Research and connect with current and prospective training providers.
- Build and maintain relationships with current and future partners.
- Develop and maintain accuracy of training opportunities for PIE clientele.
- Attend various provider's meetings to stay engaged and up to date with current trends and changes.
- Advocate for systems and policies supportive of immigrant, refugees, and limited English speakers.
- Assist Employment Practitioners with client and partner related duties.
- Assist in the design and implement overall partner recruiting strategy.
- Source and recruit partners by using databases, social media, etc.
- In collaboration with other PIE staff, assess clients' relevant knowledge, skills, soft skills, experience and aptitudes to determine eligibility for various training opportunities.
- Assist in removing barriers to training for clients.
- Act as a point of contact and build influential client and partner relationships
- Other duties as assigned

#### REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor or Associate degree or professional experiences in Social Work and/or related field, and 2 years' professional experience in employment/vocational training field, or an equivalent combination of education and experiences.
- Be able to work in coordination with other team members.
- Prior experience working with refugee and immigrant clients.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.

**PREFERRED QUALIFICATIONS & EXPERIENCES:**

- Knowledge of DSHS databases.
- Knowledge of community resources for refugees and immigrants.
- Experience interacting with all levels of management/staff and across organization lines.
- Experience presenting to different audiences verbally and in writing.
- Experience working with detailed information and presenting in a way that is easily understood by individuals at different levels within the communities PIE serves.
- Ability to multi-task

**Position Reports to:** Program Manager

**POSITION STATUS:**

Full-time, 40 hours per week

**POSITION RATE:**

Hourly, \$20/hr

If interested and would like to apply for this position, please submit your **cover letter** and **resume** to [admin@partnerinemployment.org](mailto:admin@partnerinemployment.org).

---

POSITION IS OPEN UNTIL FILLED