



# NORTH CENTRAL NEW MEXICO

## ECONOMIC DEVELOPMENT DISTRICT

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### Job Description

**JOB TITLE:** Workforce Integration Network (WIN) Navigator

**SALARY:** \$55,000

#### BACKGROUND

The U.S. Economic Development Administration (EDA) Good Jobs Challenge Grant has awarded the North Central New Mexico Economic Development District grant funding for the Northern New Mexico Workforce Integration Network, hereinafter referred to as “WIN Project.” The WIN Project is designed to create pathways for un- and under employed Latinx, Indigenous, and formerly incarcerated individuals, as well as individuals recovering from substance use disorder, into jobs in construction skilled trades and healthcare industry sectors. The WIN Project will hire four (4) navigators who will work together, independently, and with existing regional navigators, to serve WIN Project participants.

#### JOB DESCRIPTION

The North Central New Mexico Economic Development District (NCNMEDD) is seeking highly motivated and proactive individuals to serve as WIN Navigators. These are full-time, temporary positions through August 2025. Positions will be managed from the NCNMEDD Santa Fe office.

The WIN Project Navigators will work with partnering organizations such as training and educational institutions, governmental and non-governmental entities, sector specific employers and others to identify and support participants through to successful employment. Candidates with experience working with individuals recovering from substance use disorder and/or justice-involved individuals are encouraged to apply, as are candidates from tribal communities or who have experience working with tribal communities, as well as those who are bilingual in English and Spanish. Navigators will share coverage, both in-person and virtually, of a seven-county service area (Santa Fe, Rio Arriba, Taos, Los Alamos, San Miguel, Mora and Colfax counties). This is an exempt position with significant travel. Applicants must have reliable transportation and will receive mileage reimbursement at the current government rate. Applicants must have basic computer competency skills.

#### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Work directly with participants and potential participants, including reviewing and conducting assessments, assisting with re-entry needs, discussing career goals, helping with training and education plans	50%
Coordinating with project partners and other Navigators	15%
Data collection and entry, including following up with participants, employers, unions and others to determine project progress and success	15%
Travel around the service area	20%

### **EXAMPLES OF WORK PERFORMED**

- Vet potential participants for WIN Project admission;
- Communicate general policy information;
- Use project networking tools to coordinate wrap-around services;
- Be available for walk-in/phone/email advisement;
- Help participants understand their role and responsibility in attaining their educational goals;
- Review placement testing and other assessment results and assist participants in program of study and course selection, based on placements, experience, and other relevant information;
- Work with the business community to facilitate cooperative education, internship and/or placement opportunities;
- Provide direct, one-on-one career assistance;
- Engage employers in the job search process in order to match WIN project participants with good jobs;
- Work closely with the other Navigators and attend network meetings;
- Monitor job performance and conduct follow-up with participants for 6- and 12-months post-completion;
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD and the WIN project.

### **QUALIFICATIONS REQUIRED/PREFERRED**

- Bachelor's degree in behavioral and social sciences, education, or related field plus a minimum of two years academic/educational/job skill coaching, advising and/or student services experience. Equivalent education and experience may be substituted for each other on a year for year basis.
- Strong preference for candidates with experience working in re-entry, higher education, or counseling setting, particularly experience working with individuals recovering from substance use disorder and/or justice-involved individuals.
- Preference is for candidate who come from and have professional relationships to the communities served is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic technological fluency is required, including Microsoft Office suite.
- Knowledge of and experience in using a relational or project tracking database.
- Excellent communication skills, verbal and written.
- Strong interpersonal skills and organizational skills.
- Ability to make good, sound judgment decisions.
- Ability to maintain effective working relationships with project staff and partners.
- Ability to make evaluative judgements on procedural and administrative decisions.
- Comfort working in multiple environments in communities across the service area and to maintain positive relationships in each place.
- Demonstrate behavior that maintains the organization's credibility, integrity, and positive image in the community.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervisory duties.

### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

**TRAINING**

Training in tracking system platform is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

**APPLICATION DETAILS**

Position will remain open until filled. NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement. Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment screening (background check and drug test) prior to commencing employment.

Applicants must complete NCNMEDD Employment Application at [www.ncnmedd.com](http://www.ncnmedd.com).

Email Camilla Bustamante, WIN Project Director at [camillab@ncnmedd.com](mailto:camillab@ncnmedd.com) with any questions.

**DECISION-MAKING**

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

**COMMUNICATIONS**

Reports to the WIN Project Director; interacts with grant sub-awardees and NCNMEDD employees and contractors; may also interact with New Mexico State agency staff, Federal agency staff, state and local elected officials, the public, and private and/or corporate entities.

**EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans. A valid New Mexico driver's license is required.

**WORK ENVIRONMENT**

This position will be largely field-based, with travel across the seven-county service area is a core feature of the work. In each community served, accommodations will be provided in a standard, smoke-free, indoor office environment, generally at the offices of a community partner, to allow for meeting with potential and enrolled project participants and project partners. For individuals with disabilities, reasonable accommodations will be made to allow individuals to perform essential job functions. Some work outside of traditional office hours may be required for outreach and recruitment activities, participation in public meetings, and other such events.

**CONDUCT**

North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

