

Job Announcement

Workforce Navigator Project Director

Project Overview

For the past two years of the pandemic, labor, community and immigrant organizations have worked together to help workers access unemployment insurance, other critical services and good quality jobs and apprenticeship programs.

The Workforce Navigator project will improve access to resources/supports for workers seeking greater economic security. Labor, community-based, and immigrant-led organizations will house community-based peer workforce navigators working together to connect people with good jobs, training opportunities, unemployment benefits, and support services while also working to identify and solve systemic problems and barriers that prevent workers from gaining dignity and economic security. This project will build new infrastructure to assist workers, identify and solve systemic issues to strengthen programs and policies, improve the ways in which the government connects with and serves people, and build worker power to advance systems-level change.

This is a two-year, grant-funded project of the Maine AFL-CIO and Maine Equal Justice (MEJ). While MEJ is the employing organization, the position will be supported by both organizations.

- The Maine AFL-CIO is a statewide federation of 160 local unions with a membership base of 40,000 Maine workers. AFL-CIO seeks to improve the lives of all working people – in the workplace and the community – through organizing, public policy, job training and workforce development, and collective action.
- MEJ is a nonprofit civil legal aid organization working to increase economic security, opportunity, and equity in Maine. MEJ advocates for fair public policies in the legislature and with governmental agencies; provides direct legal services and representation through impact litigation; and partners with diverse communities and agencies through outreach, organizing, and education.

Position Summary

The Project Director will play a vital role in the success of this new, cutting-edge project that many are watching as a model for the rest of the country. The Project Director role requires strong project management skills and a strategic and creative thinker who is skilled in community organizing and project coordination across multiple partners.

Duties and Responsibilities

- Directs, manages, and coordinates the Workforce Navigator project to ensure that all aspects of the project are functioning in an efficient, effective, and well-coordinated manner;
- Oversees and supports a network of Workforce Navigators housed in labor, community-based, and immigrant-led organizations;
- Holds weekly navigator team meetings along with one-on-one check-ins with each navigator;
- Supports and helps coordinate the training and ongoing learning for the Workforce Navigators;
- Builds relationships and collaborative culture with community partners;
- Ensures sound integration of the unemployment insurance, workforce training and development, and direct support services dimensions of this project;
- Directly coordinates with the Maine Department of Labor (MDOL) and existing state reemployment and training programs;
- Works closely with pre-apprenticeship and apprenticeship programs and ensures navigators are effectively supporting people in gaining access to these programs;
- Works with all key stakeholders to develop, refine, evaluate and adapt our strategies to ensure effectiveness of the project; and
- Assists navigators in identifying issues that may potentially be systemic and determines whether to bring them to the appropriate governmental agency

Desired Experience and Skills

- A minimum of 2-3 years organizing experience working with directly impacted communities.
- A demonstrated ability to project manage, prioritize, and execute at a high level with keen attention to detail and minimal direction.
- Experience working with diverse stakeholders toward a common goal.
- Ability to apply race equity analysis to strategic decision making and program execution.
- Demonstrated commitment to social, economic, and racial justice.

- Demonstrated leadership, collaboration, and relationship building skills inside organizations and externally with partners, stakeholders, and state agency staff.
- Exceptional verbal, interpersonal, and written communication skills.
- Strong comfort with and fluency in technology platforms including Microsoft Office, print/web publishing, social media platforms, Salesforce, and/or CRM databases.

Compensation

Salary for this position is \$65,000-72,000/year. Health and dental insurance is provided, with premiums and deductibles mostly covered by employer. MEJ offers retirement accounts with an annual employer contribution, generous vacation time (employee accrues three weeks vacation in first year of employment), generous sick time, and 14 paid holidays per year.

We expect this position will eventually need to be statewide in scope with some commuting to Augusta, but remote work is possible as we evaluate travel and remote work policies in response to COVID-19.

To Apply

Applications will be reviewed on a rolling basis. Applicants are strongly encouraged to apply **by Friday April 8, 2022** and this position will be filled as soon as possible. Please submit a letter of interest and a resume addressed to Robyn Merrill, Executive Director, and emailed to admin@mejp.org (PDF's preferred) with "Workforce Navigator Project Director" in the subject line.

Maine Equal Justice is an equal opportunity employer and is committed to creating a more equitable workplace. We value diversity and are dedicated to the recruitment, inclusion, and retention of people of color, LGBTQ, women, trans and gender non-conforming people, people with disabilities, people with lived experience of poverty, and/or formerly incarcerated people.