



222 Pitkin Street – Suite 101
East Hartford, CT 06108
Phone (860) 291-8832
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Connecticut Center for Advanced Technology, Inc.

The Connecticut Center for Advanced Technology, Inc. (CCAT) is a non-stock, tax-exempt corporation incorporated in May 2004 with a vision to be a national leader and influential resource, committed to ensuring the success of the businesses and organizations we serve by achieving excellence, guiding change and sustaining growth. Our mission is to create and execute bold ideas advancing applied technologies, IT strategies, energy solutions, STEM education, and career development that help manufacturers, academia, government and nonprofit organizations succeed.

Position Title: Career Navigator

Job Description: Under the supervision of the Associate Director of Education & Workforce Development, the Career Navigator is primarily responsible for providing career guidance for individuals interested in pursuing careers in the manufacturing industry.

The Career Navigator will be responsible for recruiting, performing intake, connecting job seekers to education and placing job seekers in entry level manufacturing positions. The Career Navigator will focus on young adult participants between the ages of 16-29 who reside in three neighborhoods in the south-end of Hartford: Frog Hollow, Barry Square and South Green.

In addition, the Career Navigator will assist in managing the Advanced Manufacturing Employer Partnership (AMEP) database, scheduling, attending, and managing meeting notes from AMEP meetings and administering foundational skill assessments.

The Career Navigator will be asked to keep detailed records of job seeker involvement, assist in cultivating interest in the program among community residents and assist with public dissemination of information about program opportunities within the three neighborhoods.

The Career Navigator will also serve as the liaison between the HARTFORD WORKING CITIES education and training consortium and AMEP to build relationships, increase referrals and job retention.

Essential Functions and Responsibilities:

- Recruit and support job seekers in their job search including entering information and keeping notes in the database, scheduling assessments, preparing for informational interviews, assisting with resumes and interview protocols, and managing communication around job placement.
- Provide weekly updates about job seekers' competencies and characteristics to help the AMEP Intermediary Program Director at CCAT link the job seeker to an appropriate placement.
- Attend AMEP meetings and employer site visits with CCAT staff as needed.
- Implement strategies that will lead to increased long-term job retention for new and/or entry-level individuals placed into employment.
- Within privacy boundaries, act as a resource for supervisors at employer partners who have questions or concerns about workers who they employ.



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- Ensure client information and outcomes are recorded in database and track and report retention outcomes compared to goals regularly.
- Orient job seeker to his/her respective job responsibilities, work schedules, working conditions, employer rules and expectations etc.

Job Qualifications:

- **Education:** Bachelor's degree preferred
- **Experience:** Prior experience in human resources, counseling, employer relationships, and/or providing direct services to entry-level workers or low-income clients required, in particular, young adults.
- **Skills:** Understanding of tools needed for career advancement and knowledge of career ladders in manufacturing. Knowledge of career pathways and/or workforce development. Comfortable with advising and advocating in regards to employment. Strong organizational skills with attention to detail. Excellent communication skills.
- **Other:** Availability to work evenings/weekends when needed to meet with clients. Availability of transportation to reach clients at their job site. Familiarity with the south end neighborhoods identified in the job description.
- **Must fulfill ITAR citizenship requirements.**

Physical Demands & Work Environment: The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Continually communicates with individuals and must be able to exchange accurate information in these situations. Occasionally works in varying conditions. **Generally moderate noise environment (business office with computers and printers, light traffic).** *Must be available to work evenings/weekends when needed to meet with clients.*

Reports to: Associate Director of Education and Workforce Development

Manage Others: No

Employee Type: Non-exempt, temporary full-time @ 30 hours/week

Travel: Access to reliable transportation for occasional travel through CT (mileage reimbursement provided).

Compensation: \$31,200 for 30 hours/week

Relocation: No

CCAT is an Equal Opportunity Employer, M/F/D/V. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. VEVRAA Federal Contractor.

Please send resumes to Heather Petrone, Human Resources Manager at hpetrone@ccat.us.