



## VACANCY ANNOUNCEMENT

### **Veteran Navigator – Maryland Corps Career Connect**

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking a **Veteran Navigator for Maryland Corps Career Connect initiative**. This is a professional position that will report to the Project Director, Maryland Corps Career Connect.

Maryland Corps Career Connect (C3) will use a demand-driven approach to create an effective employment and training delivery system that starts with the employer – identifying what their specific skill and educational needs are for potential hires. C3 targets transitioning service members including those relocating to Maryland, recently separated veterans and spouses of transitioning service members and recently separated veterans. Participants will be prepared for work after a life in the service in a way that directly correlates with industry needs. Based on the defined need, staff will assess a participant's military or work experience, skills and certifications, and then work to fill in the skill gaps with appropriate intensive services, training interventions and wrap around services. Partnering training providers will work with C3 staff to accelerate attainment of industry-recognized licensing and certification based on military experience and education. Additionally, in partnership with regional businesses and the US Chamber Foundation, work and learn opportunities will be used in an innovative way to connect the targeted population with a civilian professional network and provide valuable hands on training.

This 2-year grant will provide re-employment services to transitioning military service members entering civilian employment, recently separated veterans, and military spouses. The new initiative will provide services to about 730 service members, veterans, and spouses who are stationed primarily at Fort Meade, Aberdeen Proving Ground, Joint Base Andrews, and Patuxent River Naval Air Station or are currently living in these areas.

The Veteran Navigator is responsible for guiding transitioning service members, recently separated veterans, and military spouses through an employment development plan to assist them with finding a job as part of the Maryland Corps Career Connect project.

The Ideal Candidate should have the following:

- Strong project/programmatic experience
- Familiarity with successful implementation of grants/projects.
- Career counseling experience
- Job development experience
- Strong communication skills
- Ability to work with a diverse group of transitioning service members, veterans, and military spouses
- Understands national trends such as job driven strategies, industry sector strategies, leveraging wrap around services, designing work & learn opportunities, and barrier removal strategies
- Veteran, spouse of veteran, and/or spouse of active service member

**Education**

BA/BS in Business Management, Business Education, or related field, or comparable education and years of experience or retired military. Coursework/training in project management, marketing, or human services is desirable.

**Experience and Knowledge**

3-5 years of non-profit program management experience, preferably involving grant or publicly funded workforce programs, with a demonstrated commitment to exceptional program outcomes. Prior marketing and fiscal management experience a plus. Knowledge of federal and state grant requirements, including eligibility and reporting is desirable. Demonstrable competency using Microsoft Office is required. Veteran, military spouse or spouse of veteran preferred.

**Skills and Certifications**

Advanced proficiency in Microsoft Office Suite, to include Excel, Outlook, and Power Point, must be verifiable. Advanced knowledge of career assessment and counseling techniques. The position requires excellent organizational skills to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and client outcomes must be must be verifiable.

**To Apply:** Send cover letter with salary requirements and resume to [jobs@aawdc.org](mailto:jobs@aawdc.org). Best consideration by December 2, 2016.

***No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.***