



Position: Employer Recruitment Specialist (Full-time)

Compensation Range: \$55,000-\$70,000/annually

Benefits: PTO; medical, dental and vision plans; retirement plan

Organization Description: FutureMakers Coalition has a bold goal – to transform Southwest Florida’s workforce by increasing the proportion of working-age adults with credentials beyond a high school diploma (degrees, workforce certificates, industry certifications, and other high- quality credentials) to 55%. FutureMakers Coalition is committed to changing the education and workforce systems across the five-county (Hendry, Glades, Charlotte, Lee, and Collier counties) region to improve outcomes and increase economic and social resiliency for all. The Coalition is a nearly 10-year-old network of over 250 active partners and 180 cross-sector organizations. The Coalition combines the blueprint of the Sustainable Development Goals (SDG(s)), the Collective Impact Model, and the CivicLab Stakeholder Engagement Process (SEP) to change relationships to achieve local-level outcomes that are aligned with global goals. Working along the cradle-to-career talent pipeline, the Coalition earned a prestigious Talent Hub designation from Lumina and Kresge Foundation making it one of 25 national exemplars in efforts to achieve significant social change at the regional level. Our priorities are the most at-risk traditional-age students, adults with some college but no degree, and adults with no educational experience beyond high school.

Collaboratory, which is a community foundation, provides backbone support for FutureMakers Coalition. The Coalition’s goal and work is deeply embedded in Collaboratory’s commitment to coordinating the solving social problems in Southwest Florida by 2040.

POSITION DESCRIPTION: The Employer Navigator will serve as a guide to our employer partners, helping them connect with the talent pipeline that is emerging from the efforts of FutureMakers Coalition. The Employer Navigator will work collaboratively with the Partnership Manager to engage employers, understand their workforce needs, and connect individuals who are in training programs to relevant career opportunities. The Employer Navigator will support employers who wish to expand recruiting strategies and walk alongside them to understand and





expose career pathways to assist with employee recruitment and retention. The Employer Navigator will also work closely with the Navigator team to understand the pipeline, available resources, and job seekers' needs.

The Employer Navigator will work closely with Human Resources personnel and FutureMakers employer partners, learning about the employment opportunities each partner has and the best way to connect job seekers. The Employer Navigator will support employers using in-person and technology-supported communication. All Navigators must be committed to promoting employer connections to improve the economic and civic well-being of individuals and communities. In addition to the skills and strengths that would make a candidate effective at the duties described below, a successful candidate would have aligned values of servant leadership, systems thinking, and equity first.

RESPONSIBILITIES:

1. Employer Engagement:

- Act as the primary point of contact for employers, establishing and maintaining strong relationships.
- Understand the current and future employment needs of employers by conducting regular meetings and surveys.

2. Job Placement Assistance:

- Match job seekers with suitable employment opportunities based on their skills, interests, and employer requirements.
- Provide job search support, including resume writing, interview preparation, and job application assistance.

3. Networking and Outreach:

- Attend job fairs, networking events, and community meetings to promote employment opportunities and build partnerships.
- Collaborate with local businesses, community organizations, and educational institutions to enhance employment opportunities for job seekers.

4. Employer Follow-up:

- Conduct regular check-ins with employers to ensure their current needs are being met and to address any concerns or issues.



- Provide ongoing support and assistance to employers to facilitate successful job placements and retention.

5. **Data Management and Reporting:**

- Maintain accurate records of employer interactions, job placements, and outcomes.
- Prepare regular reports on job placement activities, outcomes, and employer feedback for internal and external stakeholders.

6. **Training and Development:**

- Provide training and professional development opportunities for job seekers to enhance their employability skills.
- Keep abreast of current labor market trends, employer needs, and industry requirements to inform job seeker support services.

7. **Collaboration and Teamwork:**

- Work closely with other members of the team to coordinate efforts and maximize resources.
- Participate in team meetings, workshops, and training sessions to enhance professional development and improve service delivery.

8. **Continuous Improvement:**

- Seek feedback from employers, job seekers, and stakeholders to identify areas for improvement and implement solutions.
- Stay updated on best practices in career services, employer engagement, and job placement to enhance program effectiveness.

MINIMUM QUALIFICATIONS:

1. Experience navigating and completing a post-high school credentialing program is valuable in this work. With that in mind an associate degree is required. A bachelor's degree would be useful; However, 1 – 3 years experience working in a field or related area will be considered in lieu of a degree OR if you have personal experience

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that you feel makes you perfect for this job, we would love to hear from you.

2. Self-directed and motivated starter with a positive attitude, able to work independently while functioning well as part of a team.
3. Ability to work in a fast-paced environment.
4. Effective verbal and written communication skills in phone, texting, emailing and virtual meetings.
5. Experiential or professional understanding of academic and non-academic issues surrounding adult learners and specifically adult college students.
6. Some understanding of college admissions, academic advising, transcript analysis, and financial aid as they pertain to adult students.
7. Ability to provide advising to adult students and encourage outcomes-directed solutions.
8. Knowledge of the Southwest Florida (Hendry, Glades, Charlotte, Lee, and Collier counties) region, community-based organizations, and organizations in the region related to educational attainment and student success preferred.
9. Skilled in interpersonal relationships, especially with building and maintaining collaborative partnerships and making individuals feel welcomed and valued regardless of their circumstance. Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities. Highly skilled in the utilization and functions of Microsoft Office Products and web platforms. Advising, client/case management experience is a plus.

OTHER INFORMATION: To accommodate the busy schedules of our clients, this position will require you to work outside the traditional business hours of 8AM-5PM. This could range from evening/weekend presentations and recruitment to arranging your schedule to work non-traditional hours regularly. This is a hybrid position that gives you the flexibility to work from home but will require being out in the communities to meet with potential clients and key community stakeholders.

GRANT FUNDED POSITION: This position is currently grant funded. The current grant that supports this position expires 1 year from the start date. While no assurances can be provided for future funding beyond this initial grant, FutureMakers Coalition routinely pursues and receives funding from grant and

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non-grant sources and will make every attempt to sustain this position beyond the term of the initial grant.

AVAILABILITY: Interviewing will start immediately and continue until the positions are filled.

Please email a cover letter and resume to hr@collaboratory.org.

Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws. Collaboratory is an EOE and participates in the Federal E-Verify program.