

Send your cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org).  
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### **Position available -- Staffing Assistant/Career Navigator**

**Jewish Vocational Service**, a non-profit workforce development organization, seeks a full-time, experienced **Staffing Assistant/Career Navigator** to place Bridges to College program graduates into degree related jobs. The Staffing Assistant/Career Navigator will also meet the staffing needs of employer partners by utilizing existing agency referrals and by developing a network of new, key employer partners. The Staffing Assistant/Career Navigator will also ensure that program participants are job ready by delivering job readiness classes.

The right candidate will have:

- 3-4 years' experience in staffing, recruitment, sales or business management
- Experience with: job search/career coaching/recruiting/ field with excellent knowledge of coaching tools and strategies
- Team player who excels in a results-driven, fast-paced collaborative environment
- Knowledge of web-based job search resources and techniques
- Demonstrated group career coaching
- Existing employer and recruiter relationships in Metro Boston
- Experience in recruitment, and job development
- Highly proficient in Microsoft Office Suite skills required, specifically Excel and/or Google docs
- Data management and database experience
- Strong critical thinking, strategic planning
- Ability to work in a multi-cultural environment

Work hours are generally 9-5 Monday through Friday (full-time 35 hours per week). although there may be occasions to work evenings and/or weekends.

As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering. The position is at our 75 Federal Street location and will also require travelling to employer locations in Metro Boston.

If you wish to apply, please send a cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter where you saw list listing.

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation,

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marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.