



Maine Equal Justice

People Policy Solutions

HIRING ANNOUNCEMENT: Workforce Navigator

Resume and Cover letter due: April 26, 2022

Maine Equal Justice seeks a dynamic and passionate Workforce Navigator to help us connect workers with good jobs, registered apprenticeship and training programs, unemployment benefits, and support services. The Navigator will actively reach out to connect workers with these opportunities. The Navigator will coordinate outreach, develop expertise in job placement, unemployment insurance, and other support services, and work to develop the leadership of workers to address systemic barriers that prevent workers from gaining dignity and economic security on the job.

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.

About the Maine Workforce Navigator Project:

For the past two years of the pandemic, community, labor, and immigrant-led organizations have worked together to help workers access unemployment insurance, other critical services and good quality jobs and apprenticeship programs. Out of that work, we passed legislation to establish and fund workforce navigators rooted in the community. Five organizations, including Maine Equal Justice, are hiring workforce navigators and working together on a shared work plan.

Overview of Job Responsibilities:

The Workforce Navigator will reach out to frontline, unemployed and underemployed workers to connect people with good jobs, registered apprenticeship and training programs, unemployment benefits and other social supports (childcare, housing, healthcare, transportation, etc). The Navigator will be responsible for internal and external outreach, directly supporting workers accessing programs and opportunities and developing people's leadership. The Navigator will work as part of a broader team of navigators across multiple organizations.

Representative Tasks:

- Coordinate outreach through Maine Equal Justice clients, organizational relationships and the broader community. The Navigator will actively do 1 on 1 meetings with people

to connect them with these opportunities and develop a comprehensive outreach plan to engage as many people as possible.

- Develop strong understanding of workforce development, registered apprenticeship and job placement opportunities, as well as unemployment insurance, and other important social supports.
- Participate and lead a variety of outreach and organizing activities including door-to-door outreach, texting, phonebanking, events, digital outreach and more.
- Build relationships with key stakeholders in their region – career center staff, workforce development organizations, key people at state or local agencies, social service providers, apprenticeship directors, union leaders, organizations working with directly impacted populations and more.
- Recruit workers to become active participants in our navigator network and to refer others who can benefit from our support. Build an active network of volunteer navigators. Develop good systems for training and onboarding new volunteer navigators.
- Work to develop the leadership of people and to bring them into the broader work we are doing.
- Support communications efforts to share information about the peer workforce navigator program, highlight success stories, educate people about opportunities and supports, and support people in sharing their stories to encourage others to be involved.
- Rigorous tracking and entering of data.
- Work together with other peer workforce navigators on all aspects of this project – training, data entry, leadership development, communications, meetings, special projects and more.

Knowledge, Skills, and Abilities:

- Organizing experience working with people and moving them to action. Experience working with community, immigrant, and labor organizations. Strong relational organizing skills.
- Ability to understand key programs – workforce, apprenticeship, unemployment, support services – and help people successfully access and navigate these programs.
- Ability to do effective one on one training with members and train groups of people.
- Demonstrated ability to build teams and work effectively in a team environment in both a lead and a support role. Demonstrated leadership, collaboration, and relationship-building skills with partners, stakeholders, and state agency staff.
- Ability to identify systemic or a pattern of problems and work with people to address them.
- Commitment to social, economic, and racial justice.

- Ability to work independently within the context of a plan. Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing personal work plans and goals.
- Computer proficiency is required: Database/spreadsheet, email, internet, word processing, social media platforms, etc.
- Ability to travel.

Job Details: The Workforce Navigator works under the direct supervision of the Organizing and Outreach Director and works in close collaboration with the Workforce Navigator Project Director. This is a full-time position, 35 hours per week. This is a two-year grant-funded position.

Our office is based in Augusta, Maine. There is an expectation to work some days from Augusta and some days out in the community doing outreach.

Salary and Benefits: Salary for this position is \$48,000-50,000/year to start. 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.

To Apply: Submit a letter of interest and a resume addressed to Robyn Merrill, Executive Director, and emailed to admin@mejp.org (PDF's preferred). Applications will be accepted until April 24, 2022. More information about Maine Equal Justice can be found at www.MaineEqualJustice.org. We encourage people of color, members of the LGBTQ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.