



*The Workforce Development Board
of Southeast Minnesota*

Full-time Public Sector/Customer Service Careers Navigator

Posting Date: August 7, 2018

Workforce Development, Inc. (WDI) is seeking a friendly, professional, full-time **Public Sector/Customer Service Careers Navigator** serving SE Minnesota. The right candidate will make a difference in people's lives daily by providing recruitment and career navigation services to people interested in the Public Sector and/or Customer Service fields. This will include outreach and recruiting, assisting with the elimination of barriers, helping people make successful transitions between educational programs, and connecting with employers.

We will rely on this person to have experience in career planning, working with employers to assist in meeting their workforce needs, and working with culturally diverse populations. In addition, this person will need to have the ability to maintain confidentiality and data privacy, work cooperatively in a team setting, pay attention to detail, and will possess strong verbal and written communication skills. Bilingual skills are appreciated but not required.

If you are interested in this **Full-time, Benefits-Eligible** position in a dynamic work environment at an organization dedicated to helping job seekers and employers, please submit your resume and letter of interest to be received by **4:30 pm on August 21, 2018**, to:

Jill Miller
Workforce Development, Inc.
2070 College View Road East
Rochester, MN 55904
Or Fax: 507.292.5173
Or E-mail: jillmiller@workforcedevelopmentinc.org

WDI is an Equal Opportunity Employer/Service Provider and a proud partner of the American Job Center network. This information is available in alternative formats for people with disabilities by calling 507.292.5180 (voice) or by using your preferred relay service.