



Native Action Network Unemployment Navigator

Job Title:	Unemployment Navigator
Position Type:	Temporary Full-Time, Exempt
Location:	Seattle, Washington
Pay Range:	\$83,075.20- \$99,690.24/year (this is a 15-month grant funded position)
Reports To:	Operations Manager and, if not applicable, to the Board of Directors
Benefits:	Employer-sponsored health insurance stipend, Sick Leave, Paid Time Off (PTO), employer retirement contribution, and paid holidays

About Native Action Network:

Native Action Network (NAN) is a nonprofit organization organized to promote Native women's full representation, participation, and leadership in local, state, tribal, and national affairs. NAN achieves this by hosting intergenerational leadership forums, youth academies, 10-month Legacy of Leadership cohorts, leadership luncheons, nonprofit capacity building workshops, as well as other community development and civic participation activities. Our focus on community development includes connecting our relatives to resources and opportunities that result in economic empowerment and stability.

Position Summary:

Manage the Unemployment Insurance Navigator Program for Native Action Network (NAN), a Native-led nonprofit based in Seattle, Washington. The Unemployment Navigator is responsible for managing all planning details related to the Unemployment Insurance Program.

Responsibilities:

The Unemployment Navigator shall provide its expertise to Native Action Network for all things pertaining to NAN's Unemployment Insurance Program.

- Participate in project planning meetings with the Grants Manager point of contact
- Evaluate potential problems and technical hitches and develop solutions
- Plan and manage team goals, project schedules, and new information
- Complete the Unemployment Insurance training modules
- Oversee current project workplan, which may include:
 - Initial Planning meetings: Initial meeting to confirm the tasks, timelines, point-of-contact, reporting, budget, expectations for products/deliverables and other clearance requirements.
- Community and Stakeholder Engagement: Organize and hold community and stakeholder meetings; provide presentations explaining the UI application process.

- Engage in one-on-one case management with stakeholders in need of assistance with their unemployment insurance claim
- Manage project-related data by ensuring all necessary materials are current, properly filed and stored
- Attend meetings with Employment Security Department staff and other Navigator partners
- Adhere to budget by monitoring expenses and implementing cost-saving measures
- Ensure the schedule, budget and details of a given task are well organized
- Ensure the project is running smoothly on time, and on budget
- Monitor the overall progress of projects and update the board regularly on progress
- Complete monthly and quarterly reports for submission to the Employment Security Department

Specific responsibilities will include developing a final workplan and timeline, monitoring progress, coordinating onsite travel and logistics in other parts of the state. The Unemployment/Empowerment Navigator should have experience in case management, multitasking, communicating, and organizing schedules. Team player is a must. Must be available to travel throughout the state to serve people where they are.

Required Qualifications:

- A bachelor's degree in business, finance, communication, or related field preferred
- Courses or certifications in related area of practice
- Prior experience (3+ years) in nonprofit work, and/or project management and/or program coordination
- Financial and analytical proficiency
- NAN utilizes Monday.com and Microsoft Office Suite
- Familiarity in program development and production of said program.
- Ability to stay highly organized and balance multiple tasks/deadlines.
- Superb writing skills
- Excellent organizational and communication skills
- Ability to manage project planning details and multi-task
- Ability to manage multiple budgets

Email resume and cover letter to: info@nativeactionnetwork.org. Be sure to include NAN Unemployment Navigator Application in the subject line.

Acknowledgement:

I acknowledge that I have read the description and requirements and I certify that I can perform the essential functions for the following position: Unemployment Manager.

Signature: _____ Date: _____

Supervisor: _____

Last Updated 1-31-24