



Training Navigator

This is a full-time salaried position

Starting Salary: \$45,000

Work environment: This is a hybrid work environment

About Minnesota Tech for Success

Minnesota Tech for Success creates digital equity for students by partnering with schools and educational organizations to provide technology access, engaging STEM programming, and IT workforce development in underserved communities.

We refurbish and recycle donated computers and redistribute them to schools and students. Our programs give students of all ages the skills and confidence they need to succeed in school and begin a successful career in information technology.

Reports To: Program Director

Position Summary

The Technical Education Coordinator's focus is to manage adult learners for our IT Training programs. This is a new position, and the candidate will utilize their strengths and interests to influence the direction and success of the program. Responsibilities include providing one-on-one resource navigation and to ensure proper and accurate data entry utilizing WorkforceOne, maintaining updated case management to ensure reporting aligns with funding guidelines as well as offering continued support to our adult learners.

Responsibilities

- Develop Individual Employment Plan (IEP) to outline the strategy from goals to MTFSLearn to employment.
- Communicate with instructors to maintain up-to-date case management notes to address areas to better assist learners and to aid and motivate.
- Manage, track, and maintain sufficient and up-to-date records in Workforce One database. This includes contacting individuals via email, phone, or in-person.
- Work with instructors to assess current and needed case notes for individuals. Follow up on activities and job placement post completion of certification.
- Provide insight on the well-being of students to the Program Director so there can be updated strategies for new classes, potential internships, and focused job placement.
- Maintain communication with instructors to ensure students receive necessary support and tutoring.
- Manage student data and reporting in State WorkforceOne System.



techforsuccess.org
info@techforsuccess.org
612.383.2400

Minnesota Tech For Success
504 Malcolm Ave SE, Suite 100
Minneapolis, MN 55414

- Develop differentiating resources to augment Tech for Success training programs.
- Maintain program outcome reports and state mandated student outreach post completion.

Qualifications

- Minimum 1-2 years of related data entry for employment, job training and development, and case note management.
- Demonstrated experience of community outreach and working with underserved communities in a nonprofit environment.
- Excellent self-starter with organizational and communication skills to assist in mission-focused outcomes.
- Knowledge and experience of Workforce Force One and DEED.
- Ability to create and analyze reports and to utilize systems to locate information, track data, and implement improvement to reporting process and product.
- Experience engaging underrepresented communities and conducting community outreach.
- Engage in one-on-ones with each candidate to evaluate what their interests are and their commitment towards obtaining and maintaining full-time employment.
- Experience with Microsoft Office 365, including Word, Excel, PowerPoint, and Outlook.

To Apply: Email cover letter and resume to Jeff Coltman, jcoltman@techforsuccess.org

Our Commitment to Diversity and Inclusion

We are an Equal Opportunity employer. We seek motivated and qualified candidates and value every background, identity, and experience. We believe in the strength of diverse and inclusive teams and are dedicated to creating a workplace where every person is respected, heard, and has opportunities to thrive.



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