

PROJECT SANDI CAREER NAVIGATOR- Nevada

Califa Group in partnership with the Nevada State Library, Archives and Public Records is seeking qualified candidates for the **Career Navigator** position affiliated with the requirements of the Supporting Advancing Nevada's Dislocated Individuals or the **SANDI Project**, awarded to the [Nevada Office of Workforce Innovation \(OWINN\)](#) and authorized through the U.S.

Department of Education Office of Career, Technical and Adult Education, Education Stabilization Fund – Reimagine Workforce Preparation () discretionary Grants Program (CDFA Number: 84.425G) OMB No. 1894-0006. More information about the SANDI Project may be found at:

https://owinn.nv.gov/uploadedFiles/owinn.nv.gov/Content/GWDB/Nevada_DOE_ESF_RWP_Application_Narrative_FINAL.pdf.

This is a contract opportunity scheduled for approximately 40 hours weekly, that expires in December of 2023. It is open to all qualified applicants. Cover letters and resumes will be accepted on a first come, first serve basis until selection and may be filled at any time.

Professionals with initiative, creativity, and an understanding of communication, XR technology, webinar programming, career coaching, career information, SaaS database systems and strong project management, will work both independently and collaboratively. Collaborators include the SANDI Project Director and the Nevada Governor's Office of Economic Development's (GOED) Director of Strategic Programs, Nevada academic libraries, public libraries, community college faculty, industry, SANDI's key contractors and service providers.

THE OPPORTUNITY AND MISSION:

The SANDI grant specifically addresses training and upskilling for Nevada's resilient STEM industries, such as healthcare, information technology, logistics, and more, leveraged through technology. Using the [Nevada Career Explorer \(NVCE\)](#) displaced workers will be able to "decode" or convert their previous work experiences and credentials into a personal "skills basket" to determine the possible plans for becoming reemployed in Nevada's resilient industries. Jobseekers will be able to select an occupational pathway and determine their transferable skills and identify skill gaps for reemployment. Based upon the occupational pathway selected, the platform will recommend solutions for skill shortages, such as programs of study, courses, training programs and industry certifications. Displaced workers will easily be able to discover local career opportunities aligned to high demand occupations.

Industry 'matching' and precision navigation, plus credential training, will be available with 3D, augmented and virtual reality experiences for Nevada's key, in-demand sectors which include healthcare, information technology, logistics, advanced manufacturing, and construction trades.

This role will focus on collaborating with and guiding key workforce recovery partners to implement and ensure institutional use of the Nevada Career Explorer across Nevada.

RESPONSIBILITIES INCLUDE:

- Develop and implement a 'train the trainer' model for using the Nevada Career Explorer and develop documentation and resources such as microlearning videos, toolkits, handouts, etc.) to promote usage of the Nevada Career Explorer. Collaborate with employers and employer organizations to understand and utilize the Nevada Career Explorer.

- Develop, implement, and manage the [Learn and Earn Advanced Career Pathway \(LEAP\)](#) Framework and training.
- Serves on and/or coordinates the activities of committees, councils and associations related to Project SANDI career counseling.
- Establish and monitor project goals, objectives, performance indicators and evaluation mechanisms.

DUTIES:

- Track and periodically report progress, developing and delivering well written, accessible reports and presentations.
- Be the SANDI “expert” on the Nevada Career Explorer functionality for all users (individuals, library, One-Stop counselors, community college education-related counselors, human services, employers, etc.).
- Train career navigator/coach personnel across Nevada to effectively use Nevada Career Explorer and all applications (to include the Skills Builder/Decoder, the LEAP Career Pathway framework, connecting to accelerated programs available through Nevada’s community colleges and XR content / assets). This includes (but is not limited to) public libraries, college advisors, those working with dislocated adults, training specialists, teachers, OneStop professionals, etc.
- Create a statewide Nevada Career Explorer trainer cadre to provide regional support.
- Conduct outreach to employers and employer groups, educating them about Nevada Career Explorer and helping them create a company profile within the Nevada Career Explorer portal to connect jobseekers to potential employment opportunities.
- Develop an ADA accessible guide for Human Resource managers to easily interact with the Nevada Career Explorer.

MINIMUM QUALIFICATIONS:

A Bachelor’s degree from an accredited college or university in business or public administration, education, human services or other relevant field and five years of professional experience which included responsibilities for supervising and managing comprehensive, complex programs, researching, writing, instructing, and presenting informational and educational material.

PREFERRED QUALIFICATIONS:

The ideal candidate for this position will have extensive experience with Employment/Counseling/Education/Library and Information Sciences/ Training Services and keen ability to coordinate and monitor employer/employment services and activities; mediating between parties or groups to resolve problems; provide leadership to motivate staff and customers to achieve goals, and/or utilize program services. Skills with educational technology, SaaS career information databases, 3D digital technology including 360 video, virtual and augmented reality; researching and analyzing various types of materials or situations to prepare reports.

They will demonstrate familiarity with one-stop-operating-system programs and processes to communicate how delivery of services to clients through local offices, regional centers and libraries is achieved. Skill with analysis of a variety of labor market and other demographic information provided by the Nevada Career Explorer and ability to explain the relevance of labor market data within the Nevada Career Explorer’s data sets. Understand local, state, and national labor market trends and interface with labor and management groups/leaders, and

others. Represent Project SANDI as a troubleshooter to identify and report problems and advise partners to make corrections to the Nevada Career Explorer.

Califa seeks a skilled and experienced professional capable of managing multiple complex programs and ability to improve project performance and develop workforce capabilities through leadership, team building, problem solving, and innovation.

COMPENSATION:

The hourly compensation for the Project SANDI Career Navigator is up to \$30.00 per hour.

LICENSES, TOOLS, EQUIPMENT AND WORKING SPACE:

Must have access to and use of own office space and equipment which includes computers and word processing spreadsheet and presentation software. And access to a telephone, printer/scanner, calculators, etc. Must have access to and use of own transportation and current driver's license.

This job description in no way states or implies that these are the only duties to be performed by the contractor. The candidate may be required to perform additional related duties requested by Project SANDI leadership.

TO APPLY:

Submit resume, cover letter and three professional references to Veronda Pitchford, Assistant Director, Califa Group at califa@califa.org with **SANDI Career Navigator Contract** in the subject line of the email message.

Resumes, cover letters and references received by Friday, April 23, 2021 at 5 p.m. PT will receive first consideration until the position is filled.