

Position Title: Learning Navigator
Department: Training Department
Reports to: Senior Program Director
Location: 663 University Ave W, Suite 200, Saint Paul, MN 55104
Salary: \$48,000 - \$53,000
Closing Date: September 6, 2021
Job Type: Full time, M-F

ORGANIZATIONAL PURPOSE AND STRUCTURE

Neighborhood Development Center (NDC) is a non-profit organization that offers training, lending and technical assistance to inner-city entrepreneurs in Saint Paul and Minneapolis. NDC's mission is to improve neighborhood economies by developing the talents of micro-entrepreneurs within their own communities. NDC has trained more than 6,000 people to date (80% of whom are people of color.) We currently have nearly 650 alumni in business.

NDC places strong emphasis on accountability, adaptability and commitment to working closely with clients to help them overcome obstacles and barriers. NDC's work relies upon collaboration and strong personal relationships. These values drive our policies, programs and personnel.

NDC is a small, friendly, busy office with a fast-paced work environment. Employees must be innovative, entrepreneurial and be willing to tackle a wide variety of tasks. Successful employees will have a passion for social justice and an eagerness to engage in the communities where we work.

POSITION PURPOSE

The Training Program Learning Navigator position is responsible for promoting, coordinating, and implementing various NDC micro entrepreneur training classes, workshops and webinars be it in-person and/or online for new and existing small businesses. This person is seen as a key access point for a variety of entrepreneurship resources throughout the Twin Cities and connector to other NDC program services.

Training Program (in-person/online) Implementation

Assist in promoting and recruiting for learning opportunities to be conducted on WorkRamp (LMS) platform; Review and manage applications, tuition fee and schedule and conduct interviews for upcoming sessions via Salesforce (CRM). Respond to emails, phone calls and walk-ins from interested participants

- A. Attend first class session to welcome students and talk about NDC's Mission, Values and Training Program services.
- B. Maintain consistent contact with participants throughout the learning experience.
- C. Coordinate, send invitations and attend graduation with the NP and professional Trainer; collect evaluations and inform students about NDC's Mission and on-going Technical Assistance, Lending and Incubator support
- D. Collaborate with Development Manager to ensure all training curriculum and content are revised and up to date. Research and evaluate new/future topics, subject matter and learning opportunities
- E. Collaborate with NDC Training, Lending and Technical Assistance teams to support student learning services by case management handoff and further learning opportunities
- F. Attend and participate in NDC, Training Team, Neighborhood Partner and Trainers meetings
- G. Attend community events to promote NDC programs

Knowledge/Skills/Experience Required:

- A demonstrated track record of owning and/or operating a small business or have a minimum of two-years experience working with small business owners
- Experience working with adult learners and have a coaching mindset to support others
- Program development experience
- Strong virtual/online, written, oral communication and interpersonal skills
- Ability to work with people from a wide variety of backgrounds and cultures
- Must be available to work evenings as needed and have reliable transportation

To apply please send cover letter and resume to HR@ndc-mn.org