

Navigator

About Us

EdNavigator is a nonprofit organization that helps hard-working families find a path to success in school and beyond. We partner with leading employers like Hebrew SeniorLife and Boston Medical Center to bring expert educational support to the workplace as a benefit to employees. We help parents and caregivers choose schools, understand their children's progress, support learning at home, advocate for their children's educational needs, and even advance their own education as adults. We believe that everyone wins when families are better informed and more engaged. For more information: www.ednavigator.com.

Guide Families on the Path to a Great Education

We are seeking a full-time Navigator in Boston, MA. Navigators are personal education advisors for families. They offer guidance and support in-person, at the workplaces of our employer and community partners, and virtually through our app. Their job is to engage individuals who have access to EdNavigator's support, build strong relationships with them, understand their goals, and do whatever it takes to help them reach those goals. As we continue to adapt to the precautions necessary related to COVID-19, we have expanded our virtual services and will continue to do so for the foreseeable future.

RESPONSIBILITIES

- Provide ongoing, high-impact education support to a caseload of parents, caregivers, adult learners, and others. This includes:
 - Engaging individuals who are eligible for EdNavigator (e.g., through events and outreach efforts)
 - Creating educational plans with clear goals and ensuring students and families achieve them
 - Regularly reviewing and analyzing educational records
 - Proactively offering useful advice, tips, resources, and perspective
 - Communicating effectively and building strong, trusting relationships with families and schools
 - Meeting with families by phone or video on a regular basis, and when safe to do so, in-person at their workplace
 - Joining families for critical school meetings (such as an IEP eligibility assessment meeting) by video or phone, and when safe to do so, attending in-person
 - Generating practical solutions to challenges facing families and students
- Act as a compelling representative of EdNavigator in the community and support EdNavigator's efforts to expand its local partnerships
- Cultivate productive working relationships with EdNavigator's employer and community partners
- Attend and contribute to regular team meetings and other events
- Contribute expertise and perspective to internal trainings and EdNavigator's blog and publications

QUALIFICATIONS

Qualified candidates will have a deep understanding of the schools and communities of Boston and the surrounding areas, a fierce belief in the right of every family to a great education, and a minimum of 4 years of demonstrated success working directly with local students and/or families in fields such as education, social services, or counseling. They will also be:

- Flexible, curious, and eager to learn and receive feedback
- Collaborative, friendly, and team-oriented
- Excellent communicators who share their message with clarity and can adapt to a variety of audiences
- Well-organized and able to balance multiple priorities and deadlines effectively
- Results-oriented and ready to leverage relevant experience to move to action when faced with uncertainty or ambiguity
- Creative, persistent, and effective problem-solvers
- Self-disciplined and able to work well independently in our virtual organization
- Highly comfortable with technology such as Slack, Dropbox, MS Office, Google products, and our mobile app
- Comfortable contributing insights and upward feedback to support our organization's mission and growth
- Willing to travel for biannual team meetings and other events

Grow with Us

At EdNavigator, you'll join a talented team of colleagues in an innovative, mission-driven environment. We offer a competitive compensation package, including:

- \$68,000 starting salary with the opportunity to earn an annual performance-based bonus
- Premium health, dental and vision insurance for you and your family
- Optional additional insurance coverage through Justworks
- Four weeks paid time off each year
- Betterment 401(k) retirement savings plan
- Home office setup allowance
- Intentional staff support and development in the context of COVID-19

Interested?

Send a resume and detailed cover letter to jobs@ednavigator.com with "Boston Navigator" in the subject line.