**Mission/Vision:**

At the Boost Center, we provide families with resources and guidance in navigating a variety of community organizations. We believe in providing an outstanding level of service for our customers, and we are committed to continued growth and improvement of our programs and services offered.

**Community Navigator:** The Community Navigator provides empathy, support, and exceptional service for the Boost Center by Blue. In collaboration with the Executive Director, complete needs assessments, create goals, and guide participants through seeking support from community agencies. Will advocate on behalf of participants needs, and champion them to achieve their goals. Partnering with the Marketing and PR teams, this individual will plan events, raise awareness, and develop processes that ultimately benefit participants.

**DUTIES & RESPONSIBILITIES:**

* Advocate for the Boost participant by providing coaching and empathy. Offers applicable resources and referrals to guide the participant to resources and financial independence. Utilizes established methodologies to navigate personalized goal planning.
* Cultivates and maintains positive partnerships with community organizations, government agencies, and educational institutions to promote awareness of the Boost Center services and programs.
* Compiles data and maintains information on resources and eligibility requirements for services available to participants.
* Prepares and reviews documents (case notes, meeting information); collects and distributes information; responds to navigation inquiries from individuals, families, and professionals.

**ESSENTIAL KNOWLEDGE, SKILLS, AND** ABILITIES

* At least one year of experience in non-profit community engagement, public relations, communications, or a related field with a public agency or private company.
* An undergraduate degree in Social Work, Psychology, Human Development, or related studies preferred.
* Strong service, coaching, and relationship building skills.
* Ability to apply comprehensive, practical, and technical knowledge with use of analytical judgment and decision-making abilities.
* Ability to handle conflict and maintain composure under pressure.
* Available to work a flexible work schedule with flexibility on evenings and weekends and willingness to be on-call to respond to emergent situations.