

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Career Navigator
Carroll County Workforce Development
An Equal Opportunity Employer

Career Navigator – Carroll County Workforce Development (CCWD)

\$50,919 annually (\$24.48 hourly, Grade C10), 40 hours per week
Hours are typically Monday through Friday from 8:00 am – 5:00 pm
Apply by 5:00 pm on Thursday, September 28, 2023.

Carroll County Workforce Development is currently searching for a highly motivated, organized, and resourceful individual to join our professional workforce development team

The Career Navigator will work with Carroll County Public Schools (CCPS) Career Coaches, Coordinators, and businesses in the community to provide workforce information and resources to assist CCPS students with career and college exploration and identification of career programs and goals. They will develop services, programming, workshops, and events supporting education and career goals.

An ideal candidate will have good problem-solving skills, be proficient in MS Office; be able to use social media platforms to reach and connect with targeted audiences and will enjoy working cooperatively to launch this groundbreaking educational initiative.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in Business, Marketing/Communications, Human Resources, or Human Services
2. Three years' experience in workforce development, business administration, and/or other related services
3. Requires criminal background check as condition of employment
4. Valid driver's license
5. Global Career Development Facilitator (GCDF) or Certified Workforce Development Professional (CWDP) certification preferred

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 9/7/2023
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