



Request for Qualifications FY 2025-18

Career Navigators

Posted June 10, 2025

The North Central New Mexico Economic Development District (NCNMEDD) is seeking one or more contract **Career Navigators** for our **Workforce Integration Network (WIN) Program**.

Background

NCNMEDD is administering a U.S. Economic Development Administration (EDA) Good Jobs Challenge titled "The Northern New Mexico Workforce Integration Network," hereinafter referred to as "WIN." WIN is designed to create pathways for un- and under-employed individuals into good jobs in the construction skilled trades and healthcare industry sectors. WIN employs one Lead Navigator, along with contracted Career Navigators, to assist program participants in their journey to a good job.

Scope of Work

Work directly with participants and potential participants

- Vet potential participants for WIN Project admission
- Register participants in WIN program and systems
- Collect and enter data and demographics as required for the program
- Provide/refer participants to supportive and wrap-around services as needed
- Advise participants on education and training programs
- Assist participants to enroll and complete educational and training programs
- Help participants understand their role and responsibility in attaining their educational and training goals
- Be available for walk-in/phone/email advisement
- Assist participants to search for and apply for jobs, including resume development, interview prep, etc.
- Provide direct, one-on-one career assistance
- Assist with job placements and tracking of participants post-job placement
- Monitor job performance and conduct follow-up with participants at 6- and 12-month post-completion intervals

Coordinate with employers and other WIN partners

- Coordinate with WIN education and training providers to ensure that all participants are enrolled in WIN and placed into good jobs
- Make presentations at WIN classes and trainings
- Work with the business community to facilitate cooperative education, internship and/or placement opportunities
- Engage employers to match WIN project participants with good jobs

Other

- Coordinate and work closely with the WIN Director and Lead Navigator for all work assignments
- Requires weekly travel within the NCNMEDD region (Santa Fe, Los Alamos, Taos, Rio Arriba, Mora, Colfax, San Miguel and rural Sandoval counties) in personal vehicle. Mileage and expenses will be reimbursed at current GSA rates.

Responses to this Solicitation

Responses to this solicitation will be accepted on a rolling basis, until a suitable contractor is identified.

To respond to this solicitation, please email a letter of interest and the following minimum information in a single .pdf document to alexi@ncnmedd.com:

1. Qualifications and/or resume of the individual;
2. Number of years and description of experience related to the scope of work;
3. List of similar work performed for at least three clients;
4. Contact information for at least three (3) entities who have received similar services; and
5. Hourly rates for, indicating rates for specific services, if appropriate.

Contact Alex Ingham, NCNMEDD Deputy Director, at alexi@ncnmedd.com or 505-690-7243 with any questions.