

JOB POSTING:

1/21/2026

Job Title: MILITARY FAMILY EMPLOYMENT NAVIGATOR
Type: Grant Funded Position
Location: Key West, FL
Salary Range: \$25-\$30/hr.
Send Resume: apply@careersourceSWFL.com
Deadline: Open until filled

JOB DESCRIPTION

The Military Family Employment Advocacy Program (MFEAP) Navigator is a state program designed to designate staff at Local Workforce Development Boards (LWDBs) to assist in alleviating the difficulties experienced by military families, as frequent moves make finding employment a challenge, by delivering priority workforce services for spouses and dependents of active-duty military personnel.

The Military Family Employment Navigator position objectives are to engage as a MFEAP Navigator who will advocate at career centers and military base support centers in high-density military areas to help active-duty military spouses and dependents find and retain employment. The Navigator will also lead and support local and regional efforts to develop, expand, and support MFEAP objectives by promoting the benefits of employing and supporting military personnel and their families to employers, industry associations, business groups, economic development partners, education providers, community groups and local career centers, staff, and partners, as well as job seekers.

Defined job duties or services:

- Coordination of employment assistance services through military base family support centers, Florida's one-stop career centers, and veteran support organizations.
- Training one-stop career center managers and staff on the unique employment needs and skills of military family members.
- Promoting and marketing the benefits of employing military family members with prospective employers.
- Assisting employment-seeking military family members through job counseling, job search and placement services, the dissemination of information on educational and training programs, and the availability of support services.
- Other employment assistance services for which military spouses and dependents are eligible.

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JOB POSTING REQUIREMENTS (CONT.):

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Minimum Requirements:

Education Level

- High School Diploma or GED.
- Florida Workforce Professional Certification Tier I must be achieved within 60 days of date of hire.

Experience

- One year experience as a receptionist, host, salesperson, or similar position with frequent exposure to and interaction with the public is required.

Knowledge/Skills/Abilities

- Excellent customer service skills to work with customers and the public.
- Excellent verbal and written communication skills.
- Ability to work with diverse populations.
- Ability to work with job seekers and business customers.
- Ability to maintain high levels of confidentiality, credibility, and professionalism.
- Proficient in Microsoft Office Word, EXCEL.
- Possess good time management skills.
- Ability to maintain flexibility to accommodate organizational needs.
- Ability to participate in continuing education and training.
- Bilingual preferred.

Other Requirements (if applicable):

- Reliable transportation may be necessary for travel throughout the workforce development region.
- Valid Florida Driver's License and Insurance.
- Obtains CEUs to maintain Certification Tier 1 status.

Physical Requirements:

- Physical ability to perform the above-listed job duties is required.
- May be required to sit for long periods of time.
- Infrequent light physical effort required - reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday.
- Proper lifting techniques are required, which may include lifting up to 25 pounds for files and computer printouts on occasion.
- Work is performed in an office environment.