



Reinvest Employer Partnership & Placement Navigator

Position Title: Reinvest Employer Partnership & Placement Navigator

Reports To: Reinvest Plan Officer (RPO)

Type: In Office/Hybrid | Contract Role – approximately 40 hours per week

Contract Amount: \$75,000 annually

Term: Grant Performance Period: Start Date – October 31, 2029

Anticipated Start Date: October 2026

Background

The City of Birmingham's Department of Innovation and Economic Opportunity (IEO) strives to make Birmingham a model of a thriving and resilient economy. Our mission is to put the residents of Birmingham first by creating quality jobs, preparing workers for those jobs, and ensuring that residents can access the skill development needed to obtain and retain them. IEO has five distinct operational lanes: Business Recruitment, Retention and Expansion; Office of Business Diversity and Opportunity; Workforce and Talent Development; Real Estate Management; and Data and Economic Impact.

U.S. Department of Commerce Economic Development Administration Distressed Area Recompete Pilot Program:

The Recompete Pilot Program invests in economically distressed communities to create and connect people to good jobs. This program aims to create renewed economic opportunities in communities that have for too long been forgotten. The program targets areas where prime-age (25–54 years) employment significantly trails the national average, with the goal to close this gap through large, flexible investments.

Reinvest Birmingham:

The Reinvest Birmingham Recompete Plan, led by the City of Birmingham, has received approximately \$20 million to support the persistently distressed neighborhoods of North Birmingham, Northside, Pratt, and Smithfield. Northwest Birmingham has experienced significant challenges caused by a legacy of disinvestment, systemic racism, pollution, and land use decisions. Recompete funding provides in-demand workforce training to residents in the target neighborhoods through various partnerships with workforce training providers, employers, educational institutions, and community organizations. The



funding also includes support for entrepreneurs facing disparities in training and capital access and expanding and improving transportation and accessible childcare in the target neighborhoods. The city's partnerships with organizations will create paths for residents to good jobs committed by Birmingham-area employers. This effort is being implemented in tandem with a \$50 million Choice Neighborhoods grant funded through the U.S. Department of Housing and Urban Development that was recently awarded to redevelop the Smithfield neighborhood.

Position Summary

The Reinvest Employer Partnership & Placement Navigator serves as the primary coordinator for participant transition from workforce training into quality employment.

Working closely with the Reinvest Employment Relations Coordinator, this role strengthens employer relationships across the coalition, supports job placement efforts, coordinates employment opportunities, and improves communication between workforce training providers and employer partners. Training providers remain responsible for participant coaching and placement preparation while the Reinvest Employer Partnership & Placement Navigator expands access to employment opportunities throughout Birmingham.

While not responsible for overall employment strategy, this role provides specialized employment engagement and labor market expertise critical to maintaining placement integrity, workforce support, and cross-functional alignment.

Contract Terms & Compensation

This is a contracted position and is not classified as a permanent City of Birmingham employee role. As such, the individual hired will serve as an independent contractor and will be responsible for managing their own:

- Self-employment taxes.
- Health insurance.
- Retirement contributions. 5
- Paid time off (PTO) or sick leave.



All contractors of the City of Birmingham are required to obtain a City of Birmingham business license by the time of contract drafting and are required to maintain good standing throughout the duration of the contracted period.

The annual contract amount for this role is **\$75,000**, which is disbursed in accordance with the terms of the grant agreement. Contractors are not eligible for City employee benefits.

Primary Responsibilities

Employer Engagement & Employment Placement

Serve as coalition support for employment placement.

Responsibilities include:

- Maintain relationships with employer partners.
- Coordinate employer outreach.
- Maintain employer database.
- Identify hiring opportunities.
- Coordinate and support hiring events.
- Facilitate employer introductions for training providers.
- Manage participant pipeline from program enrollment to employment placement
- Support work-based learning opportunities.
- Assist providers with employment placement efforts.
- Monitor employment outcomes.

Workforce Ecosystem Coordination

- Build relationships with coalition partners.
- Facilitate communication across organizations.
- Participate in coalition meetings.
- Identify opportunities for collaboration.
- Support implementation of coalition-wide initiatives.

Resource Navigation

- Maintain a comprehensive inventory of community resources.



- Coordinate transportation, childcare, housing, financial assistance, food assistance, and other wraparound supports.
- Connect training providers with appropriate community partners.
- Develop resource guides and referral tools.

Admission & Referral Support (Secondary Portfolio)

Support the Reinvest Admissions & Partnership Coordinator by:

- Assisting with referral coordination.
- Supporting admissions during peak periods.
- Facilitating participant transitions.
- Maintaining awareness of admissions pipeline.

Continuous Improvement

- Analyze placement and industry trends.
- Provide recommendations and labor market insights to support the employer engagement strategy.
- Improve employment coordination processes.

Qualifications & Experience

Candidates with experience in workforce development, employment engagement, career services, or grant-funded programs are strongly encouraged to apply.

- Bachelor's degree or equivalent professional experience in Business Administration, Workforce Development, Public Administration, Human Resources, Marketing, Communications, or related field.
- Minimum of three (3) years of professional experience in workforce development, employer engagement, business development, talent acquisition, recruiting, or partnership management.
- Minimum of three (3) years of experience supporting complex, multi-stakeholder initiatives, preferably within the public sector or grant-funded environments.
- Demonstrated experience of workforce recruitment, employment placement, or talent development.
- Demonstrated experience supporting federal and/or state grants.
- Demonstrated experience high-visibility initiatives requiring discretion and professionalism.



- Experience and strong knowledge building and maintaining relationships with employers or external partners.
- Strong presentation, communication, and relationship management skills.
- Proficiency in Microsoft Office Suite and experience using Client Relationship Management tools (CRMs), case management, or participant tracking systems.
- Ability to operate with a high level of autonomy, accountability, and sound judgment in fast-paced, complex environments.
- Strong organizational and systems-thinking skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Excellent written communication skills, including the ability to synthesize complex information for various audiences

Preferred Skills

- Experience supporting federally funded or grant-supported programs, particularly within economic or workforce development.
- Strong attention to detail and commitment to accuracy, accountability, and compliance.
- Experience managing relationships across organizations.
- Experience coordinating hiring events, recruitment initiatives, or employer engagement activities.
- Ability to analyze workforce needs and identify employment opportunities.
- Experience using CRM systems to manage employer relationships and track outcomes.
- Experience developing or improving operational processes and workflows.
- Ability to represent Reinvest Birmingham professionally with employers and community partners.
- Experience working in politically or publicly visible environments is strongly preferred

Submission Guidelines

All submissions due by 5:00pm CT on September 11, 2026

Email all submissions to Archie Stewart, Reinvest Plan Officer (she/her) at reinvest@birminghamal.gov

Subject line: Reinvest Birmingham – Reinvest Employer Partnership & Placement Navigator - [First Name] [Last Name]

Completed submissions will include:

- Cover letter
- Resume/CV



- 3 professional references
- Portfolio, preferred not required
- Submit the written exercise outlined below with your submission.

Written Exercise (Required)

As part of the submission, applicants must complete a written exercise to demonstrate their approach to the Reinvest Birmingham initiative. Before completing this response, please research Reinvest Birmingham and the U.S. Department of Commerce Economic Development Administration's Recompete Pilot Program.

Prompt:

In your own words, describe your understanding of Reinvest Birmingham's mission and why collaboration is essential to the success of large, multi-partner workforce initiatives. Based on your professional experience, explain how you would contribute to a collaborative environment involving workforce training providers, employers, community organizations, and public-sector partners. Submissions should be structured, concise, and reflective of your ability to bring your expertise to the initiative.

Responses will be evaluated based on demonstrated understanding of the initiative, independent and critical thinking, written communication, organization, and the ability to synthesize information from multiple sources.

Note: Responses should not exceed one page in length and should be completed independently. For all questions, please email Archie Stewart, Reinvest Plan Officer, at archie.stewart@birminghamal.gov.

Use of Artificial Intelligence (AI): Applicants may use AI tools to assist with research, brainstorming, or editing their written response. However, all submitted work must reflect the applicant's own understanding, judgment, and writing. Applicants are responsible for ensuring the accuracy and originality of their submission. Responses that appear to be entirely AI-generated, are inconsistent with the applicant's demonstrated experience, or cannot be substantiated during the selection process may result in disqualification from further consideration.

Full Expected Timeline:

Date	Activity
August 17 - September 11, 2026	Open Applications



September 17 & 18, 2026	Round 1: Phone Interviews
September 29 – October 1, 2026	Round 2: In-Person Interviews
October 9, 2026	Notification of Selection