



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Career Instructor

Department: Center for Economic Mobility Services

Classification: Non-Exempt/20 hours per week

Reports to: Developer, Career

JOB DESCRIPTION

Summary The Career Instructor works closely with the Center for Economic Mobility Services (EMS) Department team members to manage all aspects of the adult basic education activities, preparation & administering of GED testing materials, and oversight and facilitation of an evident based job readiness curriculum.

Essential Duties and Responsibilities

- Support all contractual goals of EMS funding sources
- Support employment, financial and income support service goals within the client's service plan
- Responsible for all EMS workshop scheduling and required communications
- Based on the six (6) week training calendar, coordinate the individual and group career development workshops which includes external resources/facilitators
- In collaboration with EMS team members, ensure the completion of all participant employment portfolios
- Attend participant case reviews to update EMS team members about participant progress
- Assist Career Developer with overall vocational skills training curriculum management and testing
- Facilitate job readiness skills classes, including resume and cover letter writing
- Coordinate externship opportunities for all participants both within PEC and other organizations
- Coordinate the preparation of orientation packets and update/revise as needed
- Partnering with the Career Developer, organize and plan recruitment activities including sites visits, orientations and assessments
- Administer required participant skills/knowledge assessments
- Maintain weekly entry of required data per funding source including progress notes, participation hours, service plans, supportive services and changes to income or housing status
- Maintain all required documentation per funding source for all participant files in appropriate database(s)
- Empower participants to complete job readiness checklist
- Maintain appropriate statistics as related to pre-placement completers
- Maintain class schedules and attendance in the CARES database



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- Oversee participants' independent study requirements using internet-based GED and workplace skills materials
- Work with the Career Developer and other appropriate PEC resources to host two (2) job fairs at PEC each year
- Coordinate all training cohorts completion ceremonies activities
- Participate in program activities and special events

Competencies

- Client/Customer Orientation
- Oral and Written Communications
- Organizing and Planning
- Team Skills
- Initiative
- Learning Agility
- Results Orientation
- Reliability
- Relationship-building
- Trauma-Informed
- Compassionate

Required Education and Experience

- B.A./B.S. degree with minimum of one (1) year teaching experience
- Proficiency in Microsoft Office and database software
- Experience working with low income, young adults, homeless residents or other disadvantaged populations

Preferred Education and Experience

- Masters degree in Education
- Experience working with adult learners around skill building while using a holistic approach

Additional Eligibility Qualifications

- Understanding of state and federally funded training programs, employment training programs, and 21st Century workforce development initiatives
- Private and sector-based apprenticeship & employment training programs

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Please send resume to jwilliams@pec-cares.org.