

EL CENTRO de la RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: Business Opportunity Center Instructor

Pay Status: Executive _____ Management _____ Staff X
Contract _____ Exempt _____ Non-Exempt X

Pay Rate: \$28.00 - \$32.00/hour commensurate with qualifications and related experience

Reports To: Unidos in Finance and Unidos at Work Program Supervisor

Date Summary Established: 12/14

Last Revision Date: 1/21

Written By: Director, Business Opportunity Center

Approved By: Executive Director

VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

POSITION SUMMARY

This full-time position will consist of classroom instruction. Classroom instruction will be on a variety of topics based on all the programs available in the BOC department. This position will consist of classroom training 4 hours daily (20 hours weekly) for Unidos @ Work and Unidos in Finance Program and additional support to other BOC programs.

The Instructor will provide bilingual trainings (Spanish – English), job readiness, financial and technology skill and connecting participants with employment or postsecondary education throughout the year, with the goal of 90 (U@W) and 60 (UIF) people successfully completing the course. The trainings will be held at both ECDLR facilities (Federal Way and Beacon Hill – Seattle) and virtually.

ESSENTIAL FUNCTIONS

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning for the Unidos in Finance and Unidos at Work Program.
- Collaborate and support partners for the Unidos at Work, Unidos in Finance and YJRP Training who provide specific Technology Service Sector training topics during the seven-week course.

- Provide specific training to participants on Job Readiness skills including but not limited to Interviewing Skills, Resume creation, and general Job Readiness Training topics for the participants of the Unidos in Finance, Unidos at Work Program and YJR Program.
- Provide /create supplemental Job readiness training material for the Unidos in Finance, Unidos at Work and YJRP trainings.
- Involve selecting appropriate methods and tools that will enable participants to achieve technology, financial knowledge and advanced job readiness skills.
- Responsible for coaching and helping Unidos in Finance participants pass the Client Service Representative (CSR) and/or Relationship Banker (RB) online assessment.
- Instruct students, manage, support and encourage student-learning abilities.
- Prepare classroom (virtual or face-to face) for class activities / Participate in appropriate professional activities.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Communicate necessary information regularly to students, bank partners, colleagues and staff regarding student progress and student needs.
- Encourage, monitor the progress of individual students, and use information to adjust teaching strategies.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Provide necessary bilingual materials to Spanish speaking participants based on training program.
- Provide coaching and support to participants during the cohort training process.
- Performs other duties and responsibilities as assigned.

MEASURABLE STANDARDS

- Ability to work well with a diverse group of participants.
- Ability to work well in a multi-cultural environment.
- Must be able to maintain confidentiality on clients' documents.
- Must be highly organized, self-motivated, multi-tasked, self-directed, and detail-oriented.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- B.A. Degree.
- Bilingual Spanish/English both written and oral fluency preferred.
- At least five years teaching training experience or equivalent working directly with employers and jobseekers.
- Ability to communicate effectively both in written and oral contexts.
- Excellent use and understanding of Microsoft computer software, Google, and other technological tools.
- Must have strong interpersonal skills.
- Familiarity with Latino community and/or diverse communities.

- Must have a Washington State Driver's License, vehicle, and proof of insurability.
- Available to train at both Beacon Hill and Federal Way Facility sites.

Additional Preferences and Responsibilities:

- Experience or interest in the financial sector.
- Previous experience in classroom training.
- Experience or interest in Small Business counseling.

WORKING CONDITIONS/ENVIRONMENT

Works in a general office/classroom environment a minimum of 40 hours/week. May require a flexible schedule.

NOTES AND SPECIAL REQUIREMENTS

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job.

BENEFITS

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

Please send resume to Liza Vega at lvega@elcentrodelaraza.org, or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call (360) 986.7038