Position: Work Readiness Instructor, Bronx
Reports to: Bronx Program Director

Note – Depending on hire date, this position will possibly start remotely due to New York City and State mandated work restrictions and directives related to COVID 19.

Background:
The HOPE Program has a 35+ year track record of successfully transforming lives by empowering New Yorkers to build sustainable futures through comprehensive training, jobs, advancement and lifelong career support. HOPE is an outcomes-focused organization. Our student-centered approach, wide range of wraparound services, and unconditional commitment to lifelong support yields strong results, notably a job placement rate of 75% and retention rates of 93% at 90 days and 81% at one year among clients served over the past three years. Further, we maintain a commitment to environmental sustainability through green jobs training and community greening in low-income neighborhoods across the city.

Based in Downtown Brooklyn and the Hunts Point section of the Bronx, HOPE operates with approximately 45 full-time staff and numerous part-time staff, interns, and volunteers. Our FY’21 operating budget is approximately $6 million. At HOPE, we are focused on expanding our impact while continuing to enhance the quality of our services, build upon our successful outcomes, and meet the rapidly evolving employment, financial, and wellness needs of the populations we serve.

HOPE is committed to building and maintaining a welcoming and inclusive workplace with a strong focus on diversity, equity, inclusion, and accessibility.

The Position:
HOPE is seeking a skilled facilitator or Work Readiness Instructor to teach the Sustainable South Bronx training program (SSBx). The facilitator may also be tasked with delivering a modified HOPEworks program, in some cases between SSBx class cycles, which utilizes the same model as SSBx for general career preparation over six weeks.

SSBx is a 12 week job training program that prepares adult jobseekers for careers in the green construction and maintenance sectors. The curriculum emphasizes essential work skills and employment portfolios; hard skills in green infrastructure, building systems, carpentry, plumbing, electrical and mechanical systems; industry credentials like Site Safety Training; digital literacy; financial literacy and bank enrollment; and work wellness while offering work-based learning and other holistic services for 70 students across three program cycles annually. The program also connects and offers long-term support to completers for sustainable, in-sector careers and advancement. Note that the hard skills, industry certification, digital literacy, financial literacy, and work wellness classes will be taught in partnership with industry consultants and internal peers at HOPE.

Essential Functions:

- Work closely with the Bronx Program Director to gain familiarity with the history and goals of the SSBx program. This includes training at least 70 jobseekers across three class cycles annual so they are prepared for green construction and maintenance work upon completion.
- Build a detailed classroom calendar and daily schedule for delivery of the SSBx program and communicate to the HOPE team and current students.
Organize and connect with both internal and external facilitators to arrange class schedules.

In line with the SSBx curriculum, build out and prepare for individual, daily lessons, including any materials, resources, and assessments to support student learning.

Deliver the SSBx curriculum fully, which includes interactive lessons, such as goal setting, communications, resume drafting, interview skills, conflict resolution, networking, etc.

Continually integrate new facilitation strategies that reflect unique class dynamics, increase interactivity and context for adult learners, integrate digital and other skills, and align with real-time changes in the labor market.

Offer office hours and 1:1 coaching for students to support their persistence in the program and readiness for employment. This includes engaging in performance improvement plans for students.

Ensure students meet completion expectations in line with the Student Handbook, including attendance, participation, behavior, and learning acquisition.

Support students in meeting relevant expectations of non-soft skills program components delivered by peers at HOPE and by partner organizations.

Participate effectively as a team member and communicate regularly about student progress with HOPE colleagues, especially the Employment and Graduate Services team to ensure completers seamlessly transition to job search. The goal is to continually improve practices from outreach to retention based on learnings from students and from employers.

Be trained and engage in mental health modalities like Mental Health First Aid, Motivational Interviews, Screening and Referral, and Psychoeducation in partnership with the Wellness team.

Participate in conferences, onsite training, site visits, etc. to ensure continued industry engagement and curriculum relevance as well as professional development.

Facilitate or assist with special activities (e.g. graduation ceremonies, holiday dinners, retention events, student recruitment events, student intake interviews, practice interviews), as needed.

Identify students with vocational, educational, housing, clothing, health, or other needs and facilitate their access to appropriate services at HOPE or elsewhere.

Prepare for and participate in weekly client meetings and 1:1 supervision with the Program Director.

Maintain accurate and current student records (attendance records, reports for referring partners, case notes, etc.) as per programmatic requirements, government contracts and research purposes.

Support outreach for students to engage in additional, advanced industry certifications upon completion from the SSBx program.

Serve as a backup instructor for other Work Readiness Instructors where needed and appropriate.

**Minimum Qualifications:**

- Bachelor’s degree and/or a minimum of three years experience in workforce development, curriculum development, adult education or group facilitation as well as skill in meeting the needs of various populations, some with significant barriers to employment
- Mission oriented with strong organizational, teamwork, communication and presentation skills with ability to motivate and engage students
- Ability to be patient and sensitive to individuals with disabilities
- Ability to motivate individuals with employment barriers
- Ability to demonstrate professionalism with a solutions-oriented attitude
- An advocacy mindset with support and concern for students’ outcomes
- Expertise in basic math and digital literacy
- Experience in green, maintenance, and/or construction related training is preferred
- Knowledge of Motivational Interviewing principles a plus
- Experience in Google Suite and Google Classroom a plus

**Compensation:** We offer a competitive salary and comprehensive benefits package

For consideration, interested candidates are invited to forward a cover letter and resume to hr@thehopeprogram.org. Please indicate in response how you learned of this opportunity. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

**The HOPE Program is an equal opportunity employer.**