

## Job Description

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**Position Title:** Youth Job Readiness Training Program-- *Instructor*

**FLSA Status:** TEMP June – December, 40 hours max-- non-exempt

**Department:** Youth Service Department

**Reports to:** Director of Youth Services

**Pay Range:** \$28.85-34.00 DOE

**To Apply:** Please send cover letter, application (*found on website*) and resume to [lhuizar@elcentrodelaraza.org](mailto:lhuizar@elcentrodelaraza.org)

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### Covid-19 Vaccination Requirement

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the general public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

### JOB SUMMARY:

*Temporary Position, Employment from July through December 31, 2022, with a possibility of refunding*

The 'Youth Job Readiness Training Program' brings together 40 Latina/o high school aged- youth to build community, receiving cultural competent job readiness training and secure an internship for the spring semester. Our program is designed to foster an atmosphere of collective learning, celebration and fun! Scholars in our program participate in a hybrid after school styled program to learning skills such as resume building, financial literacy and interview skills.

As the Job Readiness Training Instructor, you will design the semester long curriculum, daily lesson plans and lead the instruction of job readiness content. In collaboration with the Job Readiness Coordinator, you will provide support to youth as they navigate the fall semester of program. We are seeking an organized, relational educator who can commit to providing quality instruction, excellent curriculum, and can build meaningful connection to the scholars of the program. Spend your Fall supporting the next generation of scholars gain job readiness skills to ensure they enter the workforce with their bright potential at the forefront.

### ESSENTIAL QUALIFICATIONS:

- B.A. Degree in Business, Education, Communications, Ethnic Studies and/or Related Field.
- Bilingual Spanish/English both written and oral fluency preferred.
- 3-5 years teaching/training experience.
- Familiarity with Latina/o community and/or diverse communities.
- Must have a Washington State Driver's License, vehicle, and proof of insurability.

### ESSENTIAL FUNCTIONS:

- Plan, prepare and deliver lesson plans and instructional materials incorporating experiential, hands on learning opportunities.
- Schedule supplemental training opportunities focus on financial empowerment, workforce training and career counseling.

- Facilitating Job Readiness skill workshops including but not limited to Interviewing Skills, Resume creation, and general Job Readiness Training topics.
- Select appropriate methods and tools that will enable participants to achieve career and job search knowledge and basic job readiness skills.
- Instruct students, manage, support and encourage student-learning abilities.
- Prepare classroom 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, the YJRT Program Coordinator, and Director of Youth Services 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 coaching and support to participants during the training process.
- Performs other duties and responsibilities as assigned.

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.
- Experience with teaching platforms such as: Kahoot!, Padlet, ClassDojo, etc.
- Classroom management experience
- Knowledge of job readiness curriculum

#### **WORKING CONDITIONS:**

Remote work eligible: Hybrid work model, with some hours available via remote platform and some in person depending on youth programs operation; 40 hours scheduled between 8:00am-6:00pm, Monday- Friday.

El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

#### **PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer

#### **Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.



A voice and a hub for the Latino community  
as we advocate on behalf of our people

**El Centro de la Raza offers the following benefits to full-time staff:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro. · 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.