

INSTRUCTOR – WORKFORCE DEVELOPMENT

Location: Beacon Hill and First Hill – Seattle, WA

**Part-Time Employee Salaried or Independent Contractor (Average 20 hours per week)
Equal Opportunity Employer**



Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services like housing, childcare, transportation, and counseling, with job skills training and job placement assistance.

SJI seeks to make change. Everything we do is fueled by **critical thinking, innovation and collaboration.**

As the Instructor, what will you do?

The Instructor for the Swedish “Grow Hire” Program will conduct training for program participants, reviewing and refining curriculum, as needed. This position will collaborate with SJI and Swedish staff to deliver competency-based training to program participants developing the skills necessary for participants to achieve their desired outcomes. In addition, the Instructor will continually assess and improve service delivery of the program through monitoring and benchmarking. If these areas ring true to your experience, skills and passions, we’d love to hear from you.

What qualifications and experience will our Instructor bring to this program and position?

- **VALUES:**
 - A commitment to fulfilling SJI’s mission and exhibiting a high level of professionalism in all aspects of their work. This includes our staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, promoting equity through racial and social justice, and leadership behavior.**
- **EDUCATION:**
 - Bachelor’s degree in education or related field. Will consider equivalent combination of education and experience.
- **EXPERIENCE:**
 - Three (3) plus years’ experience teaching and facilitating course material with students/program participants in a community college setting, worker re-training program, or skill readiness program.
 - Prior experience with experiential learning methodology and facilitation of experiential leadership and team development activities for groups of up to 20 participants.
 - Experience managing participation of multiple content experts who will present various modules throughout the course.
- **OTHER QUALIFICATIONS:**
 - Proven ability to deliver course content through robust facilitation skills, consultation, and inquiry skills.
 - Strong student assessment abilities.
 - Adept at developing positive working relationships with project partners, monitoring training compliance, facilitate trainee assessments, scheduling employer speakers, and substituting as needed.
 - Demonstrates an effort to understand and anticipate audience needs; gathers information to adjust or customize content.
 - Aptitude for providing individualized feedback and coaching to program participants to ensure successful course completion.
 - Strong cultural competency and understanding of the issues surrounding equity, diversity, inclusion, implicit bias, institutional racism, and other systemic oppressions.
 - Ability to work independently.
 - Customer service orientation and ability to adapt/respond to a diverse customer base. Knowledge of customer services ethics, principles and procedures.
 - Flexibility and adaptability to train in various locations and situations.
 - Local candidates only.
- **CLASS HOURS:**
 - Classes are 9 AM to 1 PM, Monday through Friday.
 - Core classes last four (4) weeks, followed by small group learning activities for students who need further learning.

TO APPLY: Please e-mail your resume and cover letter to kmichelclark@seattlejobsinit.com