



NOW HIRING INSTRUCTOR II

Full-Time, Exempt ~ Location: Seattle, WA

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.

As the Instructor II, what will you do?

The Instructor II will develop and conduct product training for program participants, reviewing and refining curriculum, as needed. This position will collaborate with those at SJI and external partners to design excellent training programs providing program participants with the skills necessary to achieve desired outcomes. In addition, the Instructor II will continually assess and improve service delivery of programs through monitoring and benchmarking.

What qualifications and experience will our *Instructor II* bring to SJI?

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: Excellent communication, professional and gracious behavior, collaboration, respect, and leadership behavior.
- **EDUCATION AND EXPERIENCE:**
 - Bachelor's Degree or equivalent in education, social or human services or a related field, with a minimum of three years' experience working with students/program participants in a community college setting, worker re-training program or skill readiness program or a combination of education and experience.
 - 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:**
 - Customer orientation and ability to adapt/respond to a diverse customer base.
 - Knowledge of customer services ethics, principles and procedures.
 - Strong cultural competency and understanding of the issues surrounding equity, diversity, inclusion, implicit bias, institutional racism, and other systemic oppressions.
 - Ability to tactfully handle stressful and difficult situations.
 - Excellent organizational skills, with the ability to coordinate multiple activities.
 - Intermediate to advanced skills in the use of MS Word and Excel.
 - Strong communication skills, including the ability to present information and respond to questions from a diverse and sometimes competing audience.
 - Exceptional presentation, facilitation, consultation and inquiry skills.
 - Flexibility and adaptability to train in various locations and situations.
 - Ability to work with limited supervision and considerable self-direction.
 - Demonstrated relationship-building skills and focus on continuous process improvement.
 - Reliable transportation and valid driver's license and proof of insurance required for local travel.

COMPENSATION & BENEFITS: Hire-in salary pay range \$56k to \$70k, company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM