Job Title:  Work Readiness Instructor
Job Classification:  Full Time Non-Exempt
Hours:  35 hours
Compensation:  Commensurate with experience

The Work Readiness Instructor will work directly with out of school, limited English proficiency youth in an employment and educational skills training and placement program.

Responsibilities include:

- Teach work readiness classes, including resume, cover letter, job interview skills, job market information, career exploration, and workplace culture.
- Assess, monitor, and document participants’ progress, achievements, and relevant program services via Progress Notes in the PTS System.
- Provide group and/or individual job counseling and assistance, including job placement assistance.
- Assist with participants’ college and financial aid applications and placements.
- Help organize field trips to colleges, job fairs, and other cultural assimilation and enrichment activities.
- Assist in the participant enrollment and screening process.
- Take part in the participants’ case conferences and communicate regularly with other skills instructors, job developers, and other relevant staff members on participants’ progress and job/college readiness;
- Attend relevant meetings and workshops as needed;
- Fulfill other duties as assigned by the Program Director.

Qualifications:

- BA required (MA strongly preferred)
- Bilingual in English and Chinese (Mandarin) strongly preferred.
- Computer proficiency in MS Word, Excel, and PowerPoint required.
- Excellent digital skills and knowledge of remote learning platforms preferred.
- Ability to effectively interact and work with program participants and coworkers.
- Must have excellent oral and written communication skills.
- Experience working with youth preferred.
- Prompt, responsible, caring, and organized.

Email resume and cover letter with the subject heading "Work Readiness Instructor" to: dongyang@cmpny.org