Microsoft Trainer

The YMCA offers an exciting and innovative work environment with a culture committed to serving all members of our community. The YMCA New American Initiative is seeking to hire a part-time Microsoft Trainer.

Job Description:

Will be responsible for developing and teaching contextualized curricula aligned with adult learning principles. And the necessary skills that support and train participants, leading to a Microsoft Office Specialist – Associate Certification; facilitating assigned classes, evaluating students’ progress, and supporting the programs and services within the New American Initiative in Flushing Queens and Chinatown communities.

Responsibilities:

- Instruct participants in Word, Excel, PowerPoint, and Outlook.
- Partner with primary ESOL Instructor to ensure contextualized ESOL curricula is appropriate and relevant to Microsoft Office applications.
- Plan and implement curricula, assessment, testing, and activities that lead a minimum of 40 participants annually to a Microsoft Office Specialist - Associate (or higher) certification.
- Maintain up-to-date hard and soft copies of lesson plans, syllabi, curricula, and handouts.
- Complete student assessments within the communicated timeline of the Initiative.
- Maintain accurate and timely student files, including students’ work, documentation of skill development, test results, and case notes, as appropriate.
- Support with classroom administration, including ordering supplies as appropriate.
- Manage and submit class attendance and interactions daily.
- Ensure timely data entry into databases, as needed.
- Model the best practices of hospitality and positive culture.
- Support all aspects of programming, including but not limited to community outreach, recruitment, and participant outreach.
- Work enthusiastically as part of a team and establish positive relationships with participants, the community, collaborators, and partnerships.
- Actively participate in training sessions, designated meetings, and events.

**Qualifications:**

- Bilingual (Mandarin/English) required.
- Must be willing to work as part of a team and be able to establish positive relationships with participants, team members, and partners.
- Minimum of 2 years of experience in a specialty area.
- Microsoft Certified Educator Certification required.
- Ability and interest in working with diverse populations.
- Knowledge of principles and practices related to adult literacy.
- Must be a self-starter, highly organized, patient, and able to work well with others.
- Must be available to work a flexible schedule during hours of operation, 9 am-9 pm.