



Job Title: Job Readiness & Soft Skills Instructor
FLSA Status: Full Time, Exempt
Reports to: Community Engagement Program Manager

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a Family Resource Center, The Center for African American Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Community Engagement Program Manager the Job Readiness & Life Skills Instructor will design and deliver class instruction to a variety of individuals with substantially different educational, life experiences and barriers.

Primary Roles and Responsibilities

- Deliver learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success. Performs tasks designed to ensure the quality and consistency of instruction
- Design and deliver class instruction to a variety of individuals with substantially different educational, life experiences and barriers, through the development of instructional plans to meet course competencies, the development of activities which support lesson objectives, and delivers the instruction as approved. Adapt teaching methods to meet students' varying needs, abilities, and interests
- Track and document student mastery of competencies. Submit assessment documentation to program staff and coaches. Participate in periodic staffing meeting to discuss client progress in the program
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate
- Manage the learning environment through keeping accurate attendance records, hours of training, performance, and skills achievement throughout training and managing expectations and attendance policies.
- Assist with the development/management of program budget and responsible for making requests for materials and supplies not to exceed approved budget expenditures
- Prepare classroom, order materials for class activities, organize and track tools. Transport and deliver materials/supplies to jobsites and other programmatic functions.
- Maintain the integrity of the curriculum and appropriate certifications.

- Assists with placement activities for clients among area businesses. In addition, coordination of job fairs, hiring events and program graduations
- Develop relationships with public agencies and community-based organizations to build knowledge of the resources available to community stakeholders
- Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of resource navigation and education programs
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting organizational and group goals
- Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines

Requirements/Qualifications

- Bachelor's degree in human services, social work or related-service field highly desired
- Excellent interpersonal and communication skills
- Strong writing skills, and ability to convey information in a clear, and concise manner
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds
- Strong computer skills, familiarity with Office365, Word, Excel, Outlook, PowerPoint, SharePoint
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail and strong time management and organizational skills
- Ability to set SMART goals (specific, measurable, attainable, relevant, and timely) for client's success
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Ability to organize and maintain confidential detailed records; complete necessary paperwork, reports and meet deadlines
- Ability to multitask and prioritize in a fast-paced environment with minimal supervision
- Ability to work independently in the office and community settings
- Ability to handle confidential and sensitive information without breach
- Possession of reliable automobile and a valid Driver's License as well as a driving record acceptable to the organization's insurance carrier
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

Salary Range

\$43,000 - \$47,000

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Job Readiness & Soft Skills Instructor in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.