



Position Title: Career Trainer
Department: Career Development
Reports To: Director of Career Development
FLSA/Status: Non-exempt/Full Time
Hiring Range: \$34,009 - \$40,116
Job Family: Direct Service 3
Revised: July 2017

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa offers career training pathways to help individuals achieve livable wages. Using a "sector-focused" approach that engages local industry to find those jobs that match the client base, Mi Casa works with Denver area employers to create training programs in financial services and customer service. Mi Casa also provides career coaching, including resume, interviewing and job search assistance.

POSITION SUMMARY

The Career Trainer is an instructor for Mi Casa's Career Development Program providing instruction to Career Development participants on professional development, career readiness, as well as computer education. The Trainer, in conjunction with Career Training Coordinator, is responsible for all daily activities of the classes, including lesson planning, instruction and evaluation. In addition, the Trainer/Coach is responsible for working one-on-one and in groups with participants to provide training and encouragement during job search. Focus areas for training include career exploration/assessment, resume writing, interviewing skills, and job search strategies.

KEY RESPONSIBILITIES:

Participant Interaction

- Directly instructs adult learners including preparation of lesson plans and materials for classes.
- Provides regular individual evaluation of participant progress.
- Fosters an inclusive environment using adult learning principles and a strengths-based approach.

Participant Interaction (tailored to participant needs)

- Instructs participants one-on-one and in a group setting on employment readiness strategies, technology, and organizational systems.
- Provides encouragement and motivational support to participants as they progress through job search.
- Identifies participant needs and adapts daily and weekly program plans, at times spontaneously, to meet both individual and group learning or motivation needs.
- Recognizes any additional needs for support and coordinates resource referrals and support services with the Career Navigator.
- Connects participants to relevant job opportunities in coordination with Career Training Coordinator and Career Coach.

Mi Casa's Mission: Our Mission is to advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



- Conducts follow-up with participants at regular intervals post-employment to provide support as needed and collect information and documentation about employment and job retention.

Operational Tasks

- Supports Career Team Members in identifying areas for program improvement.
- Creates and coordinates program supplies, resources and scheduling for training programs.
- Works with Career Team to develop relationships and manage partnerships with other community, career, and educational-based organizations.

Independent Judgement

- Oversees daily classroom instruction, coordinates schedules, develops and adapts curricula, and program structure.

Evaluation

- Responsible for tracking, collecting necessary documentation and conducting data entry for key participant milestones including training enrollment, training completion, employment and retention. Accountable for data accuracy.
- Enters data in Sales Force database as required

Fundraising & Grants Management

- Coordinates participants to assist and attend specific events, as needed
- Contributes to fundraising efforts of the agency, as needed

REQUIRED QUALIFICATIONS

- Ability to teach in both English and Spanish.
- BA/BS in social science or education or an equivalent combination of education and experience.
- 2 years of experience in classroom instruction related to workforce development, adult basic education, or English language learning.
- Proven track record in career services, including experience with resume, cover letter, and job application review.
- Strong computer skills (Microsoft Office, SQL databases, knowledge of Connecting Colorado a plus).
- Excellent communication skills, including exceptional skill in writing, editing, and proof-reading. Ability to communicate with diverse populations.
- Valid Colorado Drivers' license, a good motor vehicle record and reliable transportation.

KEY COMPETENCIES

- Demonstrated commitment to a strengths-based approach
- Respect for low-income and diverse communities
- Strong presentation and group facilitation skills
- Taking initiative and demonstrating proactive approaches
- Excellent interpersonal communication
- Strong attention to detail and organization

Mi Casa is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by August 7, 2017. Interviews may occur as qualified candidates apply.

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