Career Readiness Instructor

|  |  |
| --- | --- |
| Job Title: **Career Readiness Instructor – Birmingham** | Job Code: CRTA001 |
| Department: **Career Readiness** | Job Grade: |
| Revision Date: 1/07/2020 | Fair Labor Standards Act (FLSA): |
| **Open Date: 01/10/2020** | **Close Date: 01/24/2020** |

**REPORTS DIRECTLY TO: Manager of Career Services**

**POSITION SUMMARY:** Under the direction of the Manager of Career Services, the **Career Readiness Instructor** provides career and work readiness services, training and employment opportunities to participants currently and formerly enrolled at the Agency.

**MINIMUM QUALIFICATIONS:**

* Minimum of an Associate’s Degree **required**; Bachelor’s Degree in Education, Marketing, Communications, Public Relations, Human Resources or related field **(preferred)**
* At least 2 years of relevant work experience in career services, education or workforce development
* Must possess strong communication skills and perform well in a team environment
* Must have reliable transportation
* Must have computer skills
* Must have a cell phone

**GENERAL STATEMENT OF DUTIES:**

In addition to adhering to the guidelines as specified by The Dannon Project Personnel Handbook, duties will include, but are not limited to, the following:

* Coordinate and facilitate career awareness, career exploration and work-based learning activities: job training workshops, internships, job shadows, chief demonstrations, industry tours, and community service projects
* Responsible for teaching soft skills training courses as prescribed by each departmental calendar
* Assist participants in reaching short- and long-term career and education goals; and provide group and individual educational and vocational guidance services
* Assist participants with identifying suitable industry certification prior to completing all career readiness training modules
* Assist participants in organizing, developing and updating resumes, coordinating and managing job search presentations, career fairs and mock interview training
* Assist with tracking and documenting services offered to participants through Quickbase
* Facilitates and monitors services and participants progress in reference to established goals and outcomes
* Provides incentives and Certificate of Completions to participants after attaining required career readiness activities and training
* Provides support to assist participants with eliminating barriers that can interfere with job retention
* Responsible for attending new participant orientation and providing an overview of the Career Readiness Department
* Administer tests, conduct interviews, and research professional sources to appraise participants’ interests, aptitudes and personality characteristics while facilitating activities in a work-related curriculum
* Communicates with the case management team and supervisor at regular intervals and develops an effective working relationship
* Attends and participates in required training, webinars and staff meetings
* Prepares weekly written reports of career readiness activities
* Provides outreach services as necessary to participants when they appear to disengage from the service.
* Ability to work effectively with minimal supervision
* Assumes all other duties as assigned by the supervisor

**APPLICATION PROCESS AND DEADLINE**: Completed applications must be received **by 4:00 p.m.** on the **closing date.** Applicants must adhere to the organization’s prescribed interview schedule and must travel at his/her own expense. **A complete application file consists of:**

* A completed and signed TDP employment [application](https://dannonproject.org/employment/)
* A signed and dated letter of interest referencing the position
* Complete transcripts from every institution from which any collegiate credit has been earned. Transcripts must include conferred or awarded date (unofficial transcripts will be accepted before deadline; official transcripts must be on file before an offer of employment)
* A resume
* Three **current**, **dated** and **signed** letters of recommendation (no older than one year; no computer generated signatures)

“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”

Materials may be submitted to:

The Dannon Project

Attn: Human Resources Dept.

2324 5th Avenue North

Birmingham, AL 35203

Phone: (205) 202-4072

Fax: (205) 202-4071

[www.dannonproject.org](http://www.thedannonproject.org)

**Hours of Operation: Monday – Friday; 8:00 a.m. – 5:00 p.m**.

|  |
| --- |
| **DISCLAIMER:** The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. This job description is not intended to represent a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other related duties as negotiated to meet the ongoing needs of the Agency. This job description is not an employment agreement or contract. |