

**Position Title:** Bilingual Instructor  
**Department:** Business Pathways, host of the Women's Business Center  
**Reports To:** Business Pathways Manager  
**FLSA/ Status:** Non-Exempt/ Temporary Part-Time (10-15 hours)  
**Job Level:** 5  
**Hiring Range:** \$25 to \$30 per hr  
**Revised:** April 2021

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## WHO WE ARE

Mi Casa Resource Center is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 45 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's suite of business services enables aspiring entrepreneurs – especially women and minorities – access to training, counseling, microloans and technology training. As Colorado's only Women's Business Center (WBC), Mi Casa partners with the U.S. Small Business Administration to start and grow small businesses in low-income communities. Mi Casa also administers a *pro bono* patent program (ProBoPat), in cooperation with the United States Patent & Trademark Office (USPTO) and the Colorado Bar Association (CBA), to provide referrals to *pro bono* patent legal services to low-income inventors who qualify for the program.

## POSITION SUMMARY

The Bilingual Instructor is responsible for facilitating our Business Pathways curriculum for starting and existing entrepreneurs in more than one language (preferred English & Spanish). They are responsible for the daily activities of the class, including lesson planning, instruction, and evaluation. In addition, the Instructor is responsible for working one-on-one with participants to provide technical assistance and consulting. This is 10-15 hours per week temporary position for 90 days from hire with the possibility to transition into a more regular position based on performance.

## KEY RESPONSIBILITIES

### Participant Interaction

- Fosters an inclusive virtual, in person and/or blended learning classroom environment using adult learning principles in English and Spanish.
- Prepares lesson plans, materials for classes and ensures that this is uploaded into Talent LMS.
- Provides technical assistance to program participants.
- Instructs participants in a group setting on the specific skills necessary to be successful in starting and running a business.
- Recognizes any additional needs for support and coordinates resource referrals and support services with Navigator.

### Operational Tasks

- Provides suggestions for improvement of program curriculum, technical assistance tools, resources and information.
- Plan and coordinates guest speakers, graduations, etc.

### Independent Judgement

- Uses discretion in determining best ways to support participants

**Mission:** Creating pathways to opportunity.

**Vision:** We envision a community where all people have the power to achieve their economic goals and realize their dreams

**Evaluation**

- Ensures that all necessary information regarding participants like attendance, notes and other information is entered into Salesforce.

**Other**

- Completes additional duties as assigned.

**QUALIFICATIONS**

- At least 2-4 years of experience in facilitating, training, or instructing adults in a blended environment.
- Bachelor's degree in Business Administration or related field preferred
- Bilingual in English & Spanish preferred
- Entrepreneurial experience and/or experience working with small businesses is a plus.
- Experience with low income and diverse populations.
- Current Colorado driver's license, good motor vehicle record, and current automobile insurance.
- Ability to be flexible and work evenings and/or weekends.

**KEY COMPETENCIES**

- Professional-level writing and communication skills.
- Respect for low-income and diverse communities.
- Strong presentation and group facilitation skills.
- Strong networking and team building skills.
- Proficiency using word processing, database and spreadsheets.

This is temporary part time position that is currently not eligible for any benefits.

***Mi Casa Resource Center is an equal opportunity employer.***

**Interested persons should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by May 25, 2021. Interviews may occur as qualified candidates apply.**