

Position Title: Career Pathways Trainer
Department: Career Pathways
Reports To: Assistant Director, Career Pathways
FLSA/ Status: Non-exempt/ Full Time
Job Grade: 5
Hiring Range: \$49,000-55,000 per year/ \$23.56 to 26.44 per hr.
Revised: January 2023

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 45 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families on their path to achieve their economic goals and realize their dreams.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build businesses.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day. *
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage. *
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office upon completing 30 days of employment. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

(* for full time positions)

POSITION SUMMARY

Mi Casa Resource Center is seeking a bilingual professional with strong facilitation skills, experience in instruction or training and a passion for working with underserved communities to join us Career Pathways Trainer. This position has opportunities for someone to be hired in a full time benefit eligible capacity at 40 hours per week or part time without benefits at 20 hours per week. In either capacity, the individual needs to have the flexibility to facilitate classes in the evening and/or weekends as per the schedule. The part time role can be a great option for someone looking to have additional income from a second job.

The Career Pathways (CP) Trainer is responsible for the facilitation, evaluation and improvement of all career pathways training programs in all formats along with the individualized support of participant along their career pathway. The CP Trainer connects participants to supports including resource navigation, coaching, higher education, or other resources. This position ensures quality assurance through data entry and curriculum improvement. In addition, the CP Trainer supports all aspects of training including recruitment, enrollment, facilitation, and logistics.

Mission: We create pathways to opportunity.

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

KEY RESPONSIBILITIES

Participant Interaction

- Leads instruction of all trainings and curricula including facilitation of workshops and webinars.
- Connects participants to resource navigation, career coaching, technical training, higher education or other resources.
- Conducts follow-up with participants to ensure appropriate connections are made and participant goals are achieved.

Operational Tasks

- Oversees design, implementation, and evaluation of program training and workshops in partnership with Assistant Director, Career Pathways.
- Contributes to the evaluation and revision of training materials, activities and lesson plans in collaboration with subject matter experts.
- Administers systems for assigned trainings.
- Considers participant voice and interest in program design.
- Coordinates and facilitates employer engagement in trainings.
- Identifies and develops external partner or employer engagement opportunities within workshops, webinars, and trainings.
- Performs administrative tasks related to delivery of training.
- Provides back-up support to other CP trainers as necessary.

Independent Judgement

- Uses discretion, teamwork, and problem solving in determining best ways to support participants.

Evaluation

- Ensures timely, accurate, and detailed maintenance of files and data management on all participants in all relevant data systems.
- Supports data-driven decisions using analytical tools to evaluate the success of program activities and makes recommendations to leadership.
- Provides input to external and internal teams to inform evaluation efforts.

Fundraising

- Connects participant to various events at MCRC as needed.
- Promotes and supports fundraising efforts and outreach activities as needed.

Other

- Contributes to organizational team effort by attending staff meetings and serving on committees.
- Performs related duties as assigned within their scope of practice.

QUALIFICATIONS

- Two to four years' experience in instruction, training or facilitation related to job readiness, workforce development, adult basic education, digital skill building, or other related training field, or equivalent combination of education and experience
- Outstanding facilitation, written and verbal communication skills.
- Advanced proficiency in Microsoft 365 or Google Suite.
- Experience with a Learning management system or Salesforce a plus
- Culturally Competent individual with experience and ability to communicate with diverse populations.
- Bilingual English/Spanish is required.
- Ability to work a flexible schedule including evening and weekends as required to meet the needs of the organization.
- Background check is required and valid Colorado Drivers' license & auto insurance as well as a good motor vehicle record.

KEY COMPETENCIES

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- Respect for low-income and diverse communities
- Strong networking, presentation, and group facilitation skills
- Adaptability and flexibility in a rapidly changing environment
- Taking initiative and demonstrating proactive approaches
- Excellent interpersonal communication
- Team-player with a growth mindset
- Strong attention to detail and organization

We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Mi Casa Resource Center is an equal opportunity employer.

Interested individuals should email a cover letter and resume to jobs@MiCasaResourceCenter.org by February 20, 2023. Interviews may occur as qualified candidates apply.