Position Title: Career Pathways Trainer
Department: Career Pathways
Reports To: Career Pathways Manager
FLSA/ Status: Non-exempt/ Full Time
Job Grade: 4
Hiring Range: $42,000 - $50,000 per year
Revised: August 2020

WHO WE ARE
Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, 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 to achieve their economic goals and realize their dreams.

MCRC offers job readiness and career 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, MCRC works with Denver area employers to training programs for career readiness, workplace skills, and job success. MCRC also trains individuals for frontline roles in the financial services industry. Additionally, MCRC provides career coaching, including resume, interviewing, job search assistance and wraparound supports for participant success.

POSITION SUMMARY
MCRC is seeking a professional with strong networking, presentation, facilitation skills and class experience related to job readiness or workforce development or other related training field to join as Career Pathways Trainer.

The Career Pathways Trainer leads the design, implementation, evaluation of MCRC’s training programs (including Career Skills, Financial Services, workshops, and webinars) along with the individualized support of participant along their career pathway. Connecting with all aspects of the participant at MCRC including recruitment, enrollment, navigation, coaching, and post-employment support, the Career Pathways Trainer leads the instruction of training and curriculum development in partnership with the Career Pathways team.

KEY RESPONSIBILITIES

Participant Interaction
- Leads instruction of all trainings and curricula including facilitation of workshops and webinars.
- Connects participants to appropriate next step – navigation; career coaching; technical training; partnerships.
- Provides individualized coaching during the course of training, job search, and post-employment support.
- 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 Career Pathways Manager and Director of Career Pathways.
- Coordinates engagement opportunities with employers in training as appropriate.
- Identifies and develops partnership opportunities for workshops, webinars, and trainings.
- Provides back-up support to all Career Pathways team members as necessary.
Independent Judgement
- Uses discretion, teamwork, and problem solving in determining best ways to support participants.

Evaluation
- Leads evaluation of learning outcomes for training participants.
- Collects, compiles and provides analysis of participant attendance and learning outcomes data.
- Completes all administrative and evaluation tasks in a timely manner.

Fundraising and Grants Management
- Assists with fundraising efforts as needed.

QUALIFICATIONS
- A Bachelor’s degree in education, social science or an equivalent combination of education and experience
- Two to four years’ experience in classroom instruction related to job readiness, workforce development, adult basic education, digital skill building, or other related training field
- Outstanding written and verbal communication skills
- Advanced proficiency in word processing, databases, spreadsheets, internet, email, learning management system experience a plus
- Ability to work a flexible schedule including occasional evenings and/or weekends
- Valid Colorado Drivers’ license, a good motor vehicle record and reliable transportation
- Bilingual English/Spanish preferred

KEY COMPETENCIES
- Instructional design and curriculum development
- Demonstrated commitment to a strengths-based approach
- Respect for low-income and diverse communities
- Strong networking, presentation, and group facilitation skills
- Adaptability and flexibility
- Taking initiative and demonstrating proactive approaches
- Excellent interpersonal communication
- Team-player
- Strong attention to detail and organization

Mi Casa Resource Center is an equal opportunity employer. Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by September 8, 2020. Interviews may occur as qualified candidates apply.