



**POSITION ANNOUNCEMENT**  
**Career Education Teacher/Career Coach**

**PORTLAND YOUTHBUILDERS**

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Portland YouthBuilders (PYB) is a multi-year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma, prepare for post-secondary education or training and develop marketable employment skills by learning to build affordable housing from the ground up or completing technology projects for non-profits. PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

**POSITION SUMMARY**

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We are seeking someone who is committed to educational equity and inspired by working with young men and women from diverse backgrounds who are transforming their lives through learning and service. The Career Education Teacher will work closely with other departments to support students as they develop the knowledge, skills and habits necessary for success in postsecondary education, training, and careers.

Reports to: Placement and Advancement Team Coordinator  
Employment Status: Part-time, Exempt  
Schedule: Part Time - This is a .50 FTE, 20 hours per week position  
Compensation: \$42,000 - \$45,000/year DOE prorated for part-time work (\$21,000-\$22,500 for .50 FTE)  
Benefits: 7 weeks paid vacation during school closures (4 weeks in summer; 2 weeks in winter; 1 week Spring Break), prorated in first year based on length of service; most state recognized holidays paid, plus 1 personal day/month; \$300/month contribution to cafeteria plan for health care benefits and/or retirement savings; dynamic environment with great team of students and staff.  
Application Closes: Oct. 12, 2018

**AREAS OF RESPONSIBILITY**

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**Teaching**

- Develop curriculum and deliver differentiated classroom-based instruction to PYB students in the following:
  - Career Exploration
  - Development of career plan
  - Creation of edited resume and cover letter and other career related forms
  - Practice filling out applications (short and long form, paper and online)
  - Employment search and retention skills
  - Employable skills
  - Microsoft Office and Google Docs
- Connect students to potential employers/mentors through informational interviews and job shadows
- Support students with apprenticeship application process
- Provide comprehensive orientation to college, including tours and orientations and support through the application process
- Develop career focused workshops for transitioning students
- Maintain accurate database entries
- Assist in other classrooms as needed

## Career Coach

- Assist students with placement in employment and/or post-secondary education/training
- Provide ongoing, long-term post-placement support to alumni
- Enter placement information into student database
- Develop and maintain relationships with partners (colleges, apprenticeships, employers) in service of student placement support and success
- Support students with employment training opportunities such as work experiences, job shadows and job fairs

## General

- Have a passion for equitable educational practices
- Collaborate with colleagues - be open, energetic, innovative, equitable
- Attend staff meetings and department meetings and all-staff professional development opportunities
- Execute delegated responsibilities as identified by Placement and Advancement Team Coordinator

## QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

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### Required:

- Bachelor's degree or equivalent experience in Education, Social Work, Business Administration or related field
- Experience working with low-income and minority populations
- Minimum of 2 years teaching in a classroom setting
- Career development experience
- Curriculum development experience
- Experience working with students around goal-setting and toward completion of a goal
- Strong computer skills (database entry, spreadsheets, email correspondence, etc.)
- Valid Driver's License
- Ability to pass fingerprint-based Criminal Background Check and drug screening

### Preferred:

- Master's degree in Education
- Experience teaching with technology (web-based platforms: Naviance, CIS and others)
- Relationships with post-secondary institutions and/or employers

### Specific job skills

- Culturally competent practice; willing to engage in conversations about race
- Ability to develop one-on-one relationships with students from diverse backgrounds
- Ability to take initiative, prioritize, plan and organize
- Effective problem prevention and problem solving skills
- Ability to maintain confidentiality of sensitive information
- Strong written and verbal communication skills
- Self-starter and independent thinker
- Commitment to professional growth
- Capacity to collaborate with colleagues in order to facilitate student success
- Ability to simultaneously manage multiple projects and meet deadlines
- Ability to improvise and work through uncertainties

## APPLICATION INSTRUCTIONS

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Thank you for your interest in joining the staff at Portland YouthBuilders. Please email your cover letter and resume **before 11:59PM, October 12th, 2018**. Please send materials to Julie Westgard, Placement and Advancement Team Coordinator at [julie.westgard@pybpd.org](mailto:julie.westgard@pybpd.org). Screening process will begin as soon as submissions are received.

- *Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland*

*YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900*

- *PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.*
- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,100,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

