



PORTLAND YOUTHBUILDERS

JOB ANNOUNCEMENT Part-time EDUCATION ADMINISTRATIVE SUPPORT STAFF

PORTLAND YOUTHBUILDERS

Portland YouthBuilders (PYB) is a two 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 and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and develop websites for non-profits.

POSITION SUMMARY

This job is being offered as a part-time position focused on *administrative and academic support* with key tasks that help the academic department run smoothly. Tasks include, but are not limited to: administering and organizing school-wide tests, including GED testing, coordinating special education services, data entry, and general support of students where needed.

We are seeking someone who is committed to educational equity and inspired by working with young people from diverse backgrounds who are transforming their lives through learning and service. The person in this position will work in close collaboration with members of the academic team to support students as they develop the knowledge, skills and habits necessary for success in postsecondary education and training.

People of color are encouraged to apply.

COMPENSATION & BENEFITS

Reports to:	Education Manager
Position Starts:	Immediately
Compensation:	\$18 - \$20/hour for up to 20 hours per week
Employment Status:	Part-Time, Non-Exempt
Benefits:	Seven weeks paid vacation per year- prorated in first year based on length of service (4 weeks, typically in July, 2 weeks in December, and 1 week in March); most state recognized holidays paid, plus 1 personal day per month; \$300 per month contribution to cafeteria plan (prorated from \$600 due to part-time status) for health care benefits and/or retirement savings; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

AREAS OF RESPONSIBILITY

The duties for this position include, but are not limited to the following:

Administrative and Academic Support

- Organize and administer school-wide tests, including GED testing
- Coordinate special education services

- Maintain PYB and school district databases with current academic information about students
- Provide general support to academic teachers in preparing students who are struggling most with passing their GED tests

Supervision

- Maintain visibility and overall awareness during non-structured time
- Model school-appropriate behavior at all times
- Support students in maintaining socially appropriate types/levels of activity during non-class time (e.g. lunch, hallways, student spaces)

General

- Collaborate with colleagues - be open, collaborative, energetic, innovative
- Attend staff meetings and department meetings and all-staff professional development
- Execute delegated responsibilities as identified by Education Manager

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

Required:

- Experience working with low-income and minority populations
- Associate's or Bachelor's degree

Preferred:

- Experience working in educational settings providing support to students as a tutor, paraeducator, classroom teacher, or in another role
- Connected professionally to Portland organizations serving communities of color

Specific job skills

- Effective problem prevention and problem solving skills.
- Ability to maintain confidentiality of sensitive information.
- Ability to develop relationships with students from diverse backgrounds.
- Strong written and verbal communication skills.
- Self-starter and independent thinker.
- Capacity to collaborate with colleagues in order to facilitate student success.
- Ability to improvise and work through uncertainties.
- Culturally competent practice; willing to engage in conversations about race and equity.

APPLICATION INSTRUCTIONS

Thank you for your interest in joining the staff at Portland YouthBuilders. Our selection process entails:

1. Application

- **Cover letter**
- **Resume**

- 2. Interview** - You will be asked to meet with our hiring team for a semi-structured interview. Please browse our website www.pybpd.org to learn more about our organization in preparation for this interview. You should know about our history and what makes PYB different than traditional public schools. You will also be able to ask us any questions you have at this time.

Please email your application (cover letter and resume) to Jessica Burbach, Education Manager at jessica.burbach@pybpd.org. **We will be reviewing applications as they come in until the position is filled.** *Please send your cover letter and resume as attachments (Word or PDF).*

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 must successfully complete a criminal background and drug test check prior to employment. 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 program is funded 28% through a Federal award of \$1.1 million from the U.S. Department of Labor – ETA for the YouthBuild Program Initiative.*
- *This program financed in whole (or in part) with funds provided through Worksystems, Inc. from the U.S. Department of Labor.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

