



BUILDING COMMUNITY
BUILDING LIVES
PORTLAND **YOUTHBUILDERS**

POSITION ANNOUNCEMENT
Technology Trainer

PORTLAND YOUTHBUILDERS

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. All PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

POSITION SUMMARY

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 trainer will work with the Technology Program Manager to support students as they develop the technology skills, knowledge and habits necessary for success in entry level technology jobs, postsecondary education and training. Successful candidate will employ a strengths based approach to student contact that treats moments of disruption as learning opportunities for students.

Trainer must be adaptable to student needs. Trainer must be able to break down complicated concepts into easily digestible steps, be patient and compassionate with students that struggle with concepts and be comfortable in a fast-paced work environment, juggling multiple priorities and goals.

People of color are encouraged to apply.

COMPENSATION & BENEFITS

Reports to:	Technology Program Manager
Position Starts:	To be determined
Compensation:	\$42,000-\$50,000 DOE
Employment Status:	Regular, Exempt
Schedule:	Full-time- 40 hours per week
Benefits:	Seven weeks paid vacation during school closures (4 weeks in July, 2 weeks in December and 1 week in March- prorated in first year based on length of service); most state recognized holidays paid, plus 1 personal day per month; \$600 per month contribution to cafeteria plan for health care benefits and/or retirement savings; 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:

Teaching

Develop and deliver culturally responsive curriculum in a variety of technical areas to prepare students for a career in technology. Experience with the following is necessary:

- Home and office networking
- Basic procedural coding
- Website design, HTML coding, and website deployment
- Curiosity and enthusiasm about technology

Experience with the following is preferred:

- Windows 10, Windows 7, Linux Mint
- WordPress or other third party CMS
- Small home and office networking
- Notepad or other text based web development tool
- 2D and 3D design
- Robotics, Arduino or other Makerspace tools
- Adobe Creative Cloud Suite or open source equivalent
- Any of the following programming languages: Visual Basic, C#, Javascript

Advocacy, case management and support

- Participate on cross-departmental Case Management teams to support student success, with a focus on student's professional skill development and readiness for placement in post-secondary education and entry level tech jobs.
- Track student performance, including attendance, competency attainment and assignment completion.
- Enter information into student database (FileMaker).

General

- Transport students to and from field service in PYB van.
- Collaborate with colleagues - be open, collaborative, energetic and innovative.
- Attend staff meetings, department meetings and all-staff professional development opportunities.
- Execute delegated responsibilities as identified by the Technology Program Manager.
- Other tasks as assigned by supervisor.

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

Required:

- Bachelor's degree
- Experience working with low-income and students of color
- Experience teaching technical skills
- Valid Driver's License with good driving record
- Ability to pass fingerprint-based Criminal Background Check and drug screening

Preferred:

- Master's degree
- Experience with mentorship
- Relationships with post-secondary institutions and/or employers
- Experience applying technology to solve problems

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

Thank you for your interest in joining the staff at Portland YouthBuilders.

Please email your cover letter and resume as soon as possible. Interviews of qualified candidates will be done on a rolling basis. Position will be filled when a well-qualified candidate is found. Please send materials to Wade Hopkins, Technology Program Manager at wade.hopkins@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.

