



## POSITION ANNOUNCEMENT Technology Trainer

### PORTLAND YOUTHBUILDERS

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Portland YouthBuilders (PYB) provides educational, vocational, and leadership development programs for very low income youth. The young people we serve in our YouthBuild Program (ages 17-24) have dropped out of high school and come to us for a chance to create a brighter future and make positive changes in their lives.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

### POSITION SUMMARY

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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 trainer will support students as they develop the technology skills, knowledge and habits necessary for success in entry level technology jobs, postsecondary education and training. This training occurs at the PYB Technology Center and in the field with community partners. Successful candidates will employ a strengths based approach to student contact that treats moments of disruption as learning opportunities for students.

The trainer must be adaptable to student needs, be able to break down complicated concepts into easily digestible steps, be patient and compassionate with students while also challenging them to grow and learn, and be comfortable in a fast-paced work environment, juggling multiple priorities and goals.

***People of color are encouraged to apply.***

### COMPENSATION & BENEFITS

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Reports to:	Program Director
Compensation:	\$50,000-\$65,000 annually
Employment Status:	Regular, Exempt
Schedule:	Full-time- 40 hours per week
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; \$650 per month contribution to cafeteria plan for health care benefits and/or retirement savings; 3% employer match for retirement contributions; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

### AREAS OF RESPONSIBILITY

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

## **Teaching**

Develop and deliver curriculum to prepare students for credential attainment and entry level employment in the dynamic technology sector. Must be adaptable to teaching concepts and skills that meet changing workforce/employer needs. Current teaching occurs in the following areas:

- IT basics including configuring hardware, installing operating systems and problem solving.
- Wired and wireless networking
- Basic Javascript , CSS and HTML
- Block style drag and drop coding
- Makerspaces including 3D modeling, 3D printing, and diecutting

## **Community Education**

- Plan and schedule computer-skills classes with community partners, including senior centers and libraries
- Transport students to and from field service in PYB van
- Deliver hands-on training with students while in the field
- Support students to practice professionalism and soft skills while mentoring community members

## **Advocacy, case management and support**

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

## **General**

- Use the PYB equity lens as part of daily decision making
- Share information about PYB programs with community partners
- 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 Program Director.

## **QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE**

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### ***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
- Curiosity and enthusiasm about technology

### ***Preferred:***

- Master's degree
- 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

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

Please email your cover letter and resume as soon as possible. **Applications will be reviewed as they come in until the position is filled.** Please send materials to Rana Uzzaman, Program Director, at [rana.uzzaman@pybpd.org](mailto:rana.uzzaman@pybpd.org). Screening process will begin as soon as submissions are received. No telephone inquiries please.

*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 \$1,500,000 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.*



**AmeriCorps**