



SKILLS . JOBS . CAREERS

Instructor & Career Coach

Jewish Vocational Service, a non-profit workforce development organization, seeks a fulltime, experienced Instructor & Career Coach in our Business Services Division. Approximately 75% of this position will be as an Instructor: Under the direction of the Lead Instructor, the Instructor in our English for Advancement program develops and modifies contextualized curriculum and daily lesson plans for English classes with the goal of supporting participants to get a new or better job. The Instructor delivers training to participants, evaluates progress and skill attainment of individual participants on a scheduled basis, tracks outcomes, and attends strategic team meetings both in the Business Services department as well as agency wide meetings. The Instructor works collaboratively with each member of the Business Services and Career Coaching team to assist students in obtaining the skills needed to find and secure employment.

Approximately 25% of this position will be as a Career Coach: In cooperation with the Lead Coach, The Career Coach is responsible for developing strong job leads, providing high quality career counseling, training, and job placement assistance to designated job seekers. The Career Coach initiates and sustains collaborative working relationships with a variety of businesses in the greater Lowell and Merrimack Valley areas.

The right candidate will have:

- BS/BA in Education, Human Services, Business Administration or related field, TESOL Certificate and/or Masters preferred
- 2-3 years of job readiness or related training/teaching experience preferred
- Knowledge of adult learning theory
- Ability to work with a diverse group of clients
- Presentation and facilitation skills
- Strong Microsoft Office Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently
- Experience in marketing and outreach desired
- Proficiency in a language spoken by immigrant participants preferred
- Familiarity with career ladders and professional advancement preferred
- Knowledge of community resources in Lowell and web-based resources preferred

This position will be located at our community partner location in Lowell, MA. It can be either a part-time Instructor position (12 hours per week, no benefits) or a full-time benefitted Instructor & Career Coach position.

All Business Services English for Advancement Instructors will be teaching classes on site at community partner locations which are accessible by public transport. Career Coaches have



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meetings with clients and employers and may travel to employer locations; and attend occasional off-site meetings with partner organizations in and around the greater Lowell and Boston areas.

Work hours are generally 9-5 Monday through Friday (full-time 35 hours/week). As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering. This position is primarily located at the Coalition for a Better Acre, 450 Merrimack St in Lowell. Regular local travel and some evening hours required.

If you wish to apply, please send a cover letter and resume to resumes@jvs-boston.org. Please indicate in your cover letter where you saw the listing.

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.