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|---|---------------------------|----------------------------|------------|
| Title:  | Career Readiness Trainer  | Full-Time/Part-Time:       | Full Time  |
| Department:   | Youth Employment Services | Hourly/Salary:             | Salary     |
| Work Schedule:  | 35 Hours Per Week         | Regular/Seasonal/Temporary | Regular    |
| Exemption:  | N/A                       | FLSA Classification        | Non-Exempt |
| <b>Organization Overview:</b>   |                           |                            |            |
| The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.   |                           |                            |            |
| <b>Position Summary</b>   |                           |                            |            |
| The Career Readiness Trainer is primarily responsible for the education and vocational training/placement of participants involved in Education and Workforce Development at the Isaacs Center. Reporting to the Senior Manager of workforce Development, the Career Readiness Trainer will facilitate all Job Readiness workshops, secure employment opportunities, and credential-based trainings for participants based on their interests and experience. The coordinator will promote a career focused culture at the Isaacs Center, and will focus his/her efforts on the development of long-term pathways to success. The Career Readiness Trainer will “cast a broad net” to secure opportunities for career development aligned with three key sector tracts: Education and Child Development, Hospitality and Food Services, and Community Health  |                           |                            |            |
| <b>Qualifications:</b>  |                           |                            |            |
| Bachelor’s Degree in relevant field required. Master’s preferred. Knowledgeable of and ability to apply positive youth development principles. Demonstrated ability to motivate and challenge students to achieve a high level of performance through rigorous academic performance. Experience in curriculum implementation. Excellent oral and written communication skills. Excellent computer and office skills. Proven ability to handle confidential information with discretion. Bilingual and bicultural skills desirable, but not required. Ability to work some flexible hours (e.g, evenings and weekends).  |                           |                            |            |
| <b>Primary Duties:</b>  |                           |                            |            |
| <b>Program Development</b> <ul style="list-style-type: none"> <li>• <i>Creates a culture of career preparedness and success.</i></li> <li>• <i>Teach/Facilitates all job readiness training, and coordinates the functions of career development in support of recruitment, enrollment, training, assessment, placement, and retention.</i></li> <li>• <i>Delivers job readiness training curriculum in a way that is informative/engaging. Ensures relevance and effectiveness of curriculum and develops/facilitates learning experiences that are developmentally appropriate, engaging, hands on.</i></li> <li>• <i>Routinely uses data and evidence-based practices to target sectors and employment partners to obtain job and internship opportunities.</i></li> <li>• <i>Meets regularly with case management staff to support the achievement of program outcomes and “course correct as needed”.</i></li> </ul> |                           |                            |            |

- *Tracks employment and educational placement outcomes. Monitors trends.*
- *Some Evening and Weekends hours required.*

*Other Duties*

- *Attends external meetings, conferences, workshops and other networking opportunities.*
- *Establishes and maintains a student-centered Career Development Center.*

*Stanley Isaacs Center is an Equal Opportunity Employer / Program*