



Job Opening

POSITION:	Workforce Instructor
CLASSIFICATION:	Regular, Full-Time (37.5 hours/week), Non-Exempt/Hourly
LOCATION:	3702 E. Lake Street, Minneapolis, MN 55406
CLOSING DATE:	July 15, 2016 or Until Filled
ORGANIZATION WEBSITE:	www.capiusa.org

ORGANIZATION SUMMARY:

CAPI USA has been working with the refugee and immigrant communities since 1982 and serves about 3,500 participants annually. CAPI's mission is to *guide refugees and immigrants in their journey toward self-determination and social equality*. CAPI's holistic programming seeks to enhance economic and social change opportunities that allow people of all ages and nationalities to lead successful lives.

JOB SUMMARY:

The Workforce Instructor position will primarily be focused on administering all workshops at CAPI to MFIP, Career Pathways, and external participants. These workshops include Work Readiness, Financial Literacy, and other future trainings such as Home Buying and non-credentialed career trainings. The instructor will also do financial coaching with participants on a one-on-one basis, as well as providing one-on-one assistance to job seekers as needed.

JOB RESPONSIBILITIES:

- Conduct bi-weekly Work Readiness workshops that cover Job Search, Resume/Interview, Workplace Expectations/Culture, Labor Market Information and other skills.
- Conduct bi-weekly Financial Literacy workshops that cover basics of budgeting, banking, credit, debt reduction, and understanding MFIP/cash assistance.
- Meet with participants to assist with budgeting, opening up a checking or savings account, pulling credit scores, etc.
- Work with CAPI MFIP participants one-on-one to develop career laddering, employment plans, and provide additional assistance with resumes, mock interviewing, and job search as needed.
- Develop work readiness curriculum that is adaptable to wide range of ABE/ELL levels.
- Create appropriate PPT and handouts that encourage learning and rely heavily on visuals.
- Conduct ongoing internal referrals to other CAPI programs and collaborate with staff members.

REQUIRED QUALIFICATIONS:

- A 4-year degree in a related field plus GCDF certification or ability to become certified.
- Two years of related workforce development experience; preferably with immigrant and refugee populations.
- One+ year of teaching experience in a classroom setting.
- Ability to create lesson plans and adapt curriculum to wide range of ABE/ELL levels.
- Bi-lingual Hmong or Somali preferred though not required.
- Knowledge and/or experience of financial literacy programs/curriculum.
- Knowledge of employment and educational barriers for refugees and immigrants.
- Ability to work both as a team member and independently with minimum supervision.
- Effective communication skills - both verbally and in writing.

CAPI USA is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. CAPI USA prohibits discrimination against employees, applicants for employment on the basis of age, race/color, disability, marital status, national origin, religion, sex, gender identity, sexual orientation, familial status, genetic information or veteran's status.

Our organization has a partnership with MACC Alliance/ MACC Commonwealth (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials. You may also be contacted by a MACC employee to conduct or schedule an interview.

Apply Online: https://rew11.ultipro.com/MAC1006/JobBoard/JobDetails.aspx?_ID=*20FBD637387C8169