

Job Description – Training Specialist

Position Summary:

The purpose of the position is to teach Cultural Orientation, Employment Readiness, and Financial Literacy classes to clients of the agency in coordination with the education and training team, as well as to assist with the planning, assessment, and logistical elements of these classes. The Training Specialist will ensure that trainings are delivered in a culturally appropriate manner with the goal of helping clients attain self-sufficiency.

Responsibilities:

1. Teach Cultural Orientation (CO) workshops to newly arrived clients, either in-person or virtually depending upon agency guidelines and client needs.
2. Teach Employment Readiness Training (ERT) and Financial Literacy Training (FLT) to clients as needed and as referred by other staff, including completing individualized budgets to assist clients in assessing their income and expenses.
3. Assist the Manager of Educational Programs in coordinating logistics for classes as needed, including creating attendance lists and sharing them with appropriate staff, updating the database and shared calendars, preparing client assessments and bus maps, scheduling interpreters, scheduling additional bus trainers, and making arrangements for clients who need transportation to bus stops.
4. Administer assessments upon clients' completion of Cultural Orientation, securing interpretation and other assistance as needed, as well as grade and file the assessments.
5. Assist with teaching adult ENL classes in the LCORE program (Language, Cultural Orientation, and Readiness for Employment).
6. Assist with LCORE intakes for both online and in-person classes as needed.
7. Work with the Manager of Educational Programs to ensure that trainings are delivered with the highest quality and with consideration for the needs and learning styles of adult English language learners.
8. Participate in the agency's Emergency/Airport rotation.
9. Attend weekly staff and team meetings.
10. Participate in Exodus staff training and development activities.
11. Perform other duties as assigned by supervisor.
12. Reports to the Manager of Educational Programs.

Position Criteria:

- Must have a bachelor's degree in a related field. TESOL or other adult education experience is preferred.
- Preferably, have a minimum of two years of experience working with clients of diverse cultural and language backgrounds.
- Must possess strong teaching and record-keeping skills.
- Must be PC proficient, with competency in Microsoft Office applications.
- Must be a self-starter with a high level of organizational skill, flexibility and commitment to working with immigrants of humanitarian concern.
- Must be able to function as part of a team.
- Must have a safe vehicle, valid license, and 100,000/300,000/100,000 auto insurance to transport clients.