

Job Description – Training Specialist

Position Summary:

The purpose of the position is to provide English, Cultural Orientation, Employment Readiness, and Financial Literacy classes through the Language, Cultural Orientation, and Readiness for Employment (LCORE) program, the adult education program at Exodus. The Training Specialist will collaborate with a team of teachers to plan, administer, and teach these classes, ensuring classes 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.
2. Teach Employment Readiness Training (ERT) and Financial Literacy Training (FLT) workshops to newly arrived clients, as well as to other clients referred by agency staff.
3. Assist the lead English instructor in teaching English as a Second Language (ESL) classes both virtually and in-person to Exodus clients.
4. Coordinate IndyGo bus training for clients enrolled in LCORE in collaboration with the contract bus trainer, volunteers, interns, and other staff.
5. Administer CO, ERT, and FLT programming through the intake of new students, scheduling classes, reserving interpreters, arranging transportation, communicating with appropriate staff, and recording attendance.
6. Provide follow-up and assistance to clients who are absent from classes.
7. Administer assessments upon clients' completion of Cultural Orientation, securing interpretation and other assistance as needed, as well as grade and file the assessments.
8. Assist the lead English instructor in administering English language assessments.
9. Develop CO, ERT, and FLT curricula as well as educational resources for Exodus clients.
10. Assist with providing referrals to other education opportunities in the community, including ESL, HSE, and higher education opportunities.
11. 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.
12. Participate in the agency's Emergency/Airport rotation.
13. Attend weekly staff and team meetings.
14. Participate in Exodus staff training and development activities.
15. Perform other duties as assigned by supervisor.
16. 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 vehicle, valid license, and auto insurance at (100,000/300,000/100,000 coverage), or otherwise have access to safe, timely, and reliable transportation.