



## **Assistant Trainer**

**Pittsburgh A. Philip Randolph Institute Education Fund, Pittsburgh, PA**

### *Organization Summary*

The Pittsburgh Chapter of A. Philip Randolph Institute (APRI) is a non-profit organization in Pittsburgh, PA committed to the social progress of minorities, the poor, and working people. APRI is dedicated to developing and promoting programs that promise democracy, education, and economic opportunity to those who are traditionally disenfranchised or discouraged from productive citizenship, while collaboratively leveraging regional strengths through innovation, education, workforce development, and the cultivation of sustainable business opportunities.

### *Job Summary*

The APRI Assistant Trainer will initially have partial responsibility for the development, implementation, and execution of a course of instruction (i.e., *Breaking the Chains of Poverty* (BTCP) which helps qualify students for employment in the construction and building trades, manufacturing, emerging energy, green, and hospitality industries), and may eventually be responsible for the coordination and execution of their own training cohorts. The Trainer will provide classroom/laboratory instruction. S/he will work alongside the APRI team to ensure that all aspects of the program -- recruitment, training, and placement of students into family-sustaining careers -- are conducted successfully and with fidelity to the program model.

The Assistant Trainer should have a passion for, and a commitment to, sustainable workforce development principles. An individual who is self-motivated and highly organized, with strong communication and interpersonal skills, will be successful in this role.

### *Job Duties*

- Assist in developing lesson plans and materials for the BTCP courses
- Provide instruction during BTCP class sessions according to curriculum guidelines
- Assist in the recruitment of prospective BTCP students, and ensure that students' screenings are conducted according to the program model, in conjunction with the Case Manager & Community Outreach Coordinator
- Ensure that successful BTCP graduates have adequate opportunities for job placements post-training, in conjunction with the Case Manager & Community Outreach Coordinator
- Assist in matching graduates to employment opportunities
- Work collaboratively in a team environment
- Work as the leader of a specific group assignment as needed; may require identifying tasks for colleagues and tracking progress
- Supervise office volunteers and interns as needed
- Additional duties as assigned

### *Qualifications and Skills*

- Program management experience, or experience as an instructor, is preferred
- Experience with various technologies (i.e., hardware and software)
- Data entry skills or other database experience is desired



- Experience with maintaining a constituent record database
- Strong computer skills and proficiency in Microsoft Office Suite
- Knowledge of social media
- Attention to detail and accuracy
- Excellent written and oral communication skills; Public speaking skills
- Superior math skills (e.g., algebra, calculus, trigonometry, geometry)
- Resume-writing and -editing abilities
- Ability to develop and complete yearly work plans and daily/weekly lesson plans
- Ability to prioritize and manage multiple assignments
- Organized; ability to manage multiple projects
- Creative approach to sharing information with a wide range of audiences
- Prior experience with or willingness to work with previously incarcerated populations
- Ability to work with and motivate individuals of diverse backgrounds and abilities
- Ability to effectively work in an environment characterized by multiple simultaneous demands and changing priorities
- Ability to work in a team environment and provide support to fellow team members
- Ability to work independently and take initiative to achieve team goals
- Knowledge of the greater Pittsburgh region and its nonprofit sector preferred

#### *Other Requirements*

- Valid Driver's License and access to a reliable, insured motor vehicle; Willingness to use own vehicle on company business (mileage is reimbursed)
- Flexibility in work schedule for evening/weekend meetings and events
- Ability to lift and carry up to 25 pounds of boxes/equipment and perform physical activities as required
- Must be willing and able to obtain Act 33 and 34 Clearances

*Reports to:* Training Coordinator

#### *Compensation and Benefits*

This position is managed under a collective bargaining agreement and is unionized. Compensation is competitive, and benefits include health care, a defined benefit pension plan, and PTO. Paying union dues is a requirement of the position.

*No phone inquiries please. Applications due to [info@pittsburghapri.org](mailto:info@pittsburghapri.org) by 5:00PM, May 12, 2017.*