

Business Instructor (contractor)

We are seeking to fill one part-time Business Instructor position. This position requires a one-year contract, involving approximately 16 hours of instruction per workshop (four total), to be held on select dates over the months of January to the end of November, 2015. Business workshops will be held on a quarterly basis. The selected candidate would need to be available for an in-person first and second interview and to begin teaching beginning in early March, 2015.

We are a small non-profit agency located near the intersection of Rainier and Jackson in Seattle, just east of the International District, with this position stationed at the Burien Community Center. It is our mission to help refugees, asylees, and low-income individuals in HUD-designated areas to become self-sufficient in their everyday lives. We work only with adults, and the majority of our clients are from Somalia, Ethiopia, Eritrea, Afghanistan, Burma, and Iraq. Since most individuals speak English as a second language, our curriculum is tailored toward simple Business English. Knowledge of entrepreneurship, business-planning, and basic accounting is essential for this position.

Curriculum will be provided, and is based on the FDIC's MoneySmart modules for financial literacy and business start-up and strengthening, plus additional materials. Courses have an open enrollment, but only individuals qualifying on the basis of HUD-requirements may participate. Classes contain a minimum of 7 and a maximum of 12 participants.

Qualifications:

- The ability to commit to a part-time position.
- One year of providing ESL or Business Skills instruction or equivalent experience.
- Plenty of physical, emotional, and mental energy.
- The ability to manage students. This may include making sure cell phones are turned off, making sure students are not leaving early for no reason, etc.
- Be responsible with routines: arrive on time, call in sick only when absolutely essential, etc. Our students may have spent several months and/or years without jobs, so it is important that teachers model an appropriate work ethic.
- Teachers must be able to work with any provided curriculum and stay focused on preparing students to complete business plans.
- A BBA or MBA preferred, or requisite small business/work experience.

Pay: DOE. Paid as an independent contractor position.

To apply, please send an email to the address listed. In the body of your email, address the following:

1. Why you feel this position is right for you.
2. Whether or not you are able to seriously commit to a part-time job.

3. What small business, ESL or equivalent experience you have.
4. What, if any, experience you have working with refugees.
5. What instructing/classroom management experience you have.

Please include your resume with your response, either in the body of the email or attached as a separate document is fine.

Inquiries and resumes will be accepted until 11:59pm on Friday, December 19th, 2014. All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for an in-person first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview. The selected candidate must be available to begin teaching on March 7th, 2015 and additional dates throughout the year, ending on November 30th, 2015. These dates are not flexible and no telephone or Skype-style interviews will be given.