



Position Title:

Workforce Training Instructor

Overview of Position: The Workforce Training Instructor is responsible for instructing and managing the Workforce Training Program at Rebuilding Together NYC, a nonprofit organization that provides free home repairs and workforce training opportunities for low-income New Yorkers.

The Workforce Training Program is a six-week training course that prepares unemployed and underemployed residents for entry-level jobs in the construction industry. The Program consists of both classroom and job-site components, and follows the Home Builder's Institute Pre-Apprenticeship Certification Training (HBI PACT) curriculum. Participants learn the fundamentals of construction, including site safety, construction math, tool identification, and employability, and receive a variety of training certificates. Upon successful graduation from the program, participants receive job placement and retention services, including direct entry into select New York State Apprenticeship Programs. The program is funded by the Governor's Office of Storm Recovery (GOSR) Community Development Block Grant-Disaster Recovery (CDBG-DR) Program and the New York State Department of Labor.

The Workforce Training Instructor is responsible for delivering the training curriculum and providing instruction, oversight, and support to participants both in the classroom and on project sites. The Workforce Training Instructor reports to the Director of Construction and works closely with the Director of Programs and Workforce Training Program Coordinator to ensure that participants are supported throughout their training session and successfully referred to employers upon graduation. Deliverables for this position will include participant progress reports, certificates of completion, and job placements among graduates.

Specific Responsibilities:

Oversee Workforce Training Program including:

- Provide day-to-day supervision and instruction for program participants
- Instruct participants in the construction trades using HBI PACT curriculum
- Develop supporting materials as needed
- Oversee program participants on home repair project sites
- Maintain strong teacher-student relationships with participants
- Assist participants who encounter barriers to participation and learning

- Develop strategies for achieving high graduation and certification rates
- Coordinate on-site training activities with Director of Construction
- Provide clear workplace supervision at all times to participants, coaching for workplace success, job retention, and upward mobility
- Maintain a safe and clean work site
- Supervise distribution and inventory of tools, equipment, and curriculum material
- Perform related duties as assigned by the Director of Construction
- Manage deliverables/deadlines as assigned
- Record and report progress and completion on a regular basis
- Conduct on-site orientation including: site/tool/neighborhood safety and project work scope

Job Requirements:

- Previous experience instructing groups in construction/deconstruction skills
- Bachelor's degree in construction management or related field; or equivalent combination of skills, training, and experience in residential construction
- Ability to instruct students toward career in construction field
- Excellent written and verbal communication skills
- Ability to communicate with diverse groups of individuals including government representatives, trades groups, staff, and program participants
- Comfortable with public speaking, leading groups of participants on project sites, and working in a team environment
- Experience using MS Office software and Salesforce or similar data management system
- Report writing skills and attention to detail
- Excellent interpersonal skills, positive service ethic, motivated team member, and task-oriented leader
- Must be able to represent Rebuilding Together NYC in a professional manner
- Travel is required within the five boroughs of New York City using the organization's vehicle; must have a valid driver's license

Other Preferred Requirements:

- Project management and troubleshooting capabilities
- Experience instructing young adults
- Lift at least 25 lbs as needed in project assistance with moving of construction materials
- OSHA10 certified instructor status a plus
- Experience with deconstruction and/or the salvaging of used goods as a plus

Rebuilding Together NYC is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected characteristic as established by federal, state, or local law.

Persons of low and moderate income from the Gravesend, Bensonhurst, Coney Island, Red Hook, Gowanus, and Staten Island areas are encouraged to participate in this employment opportunity.

To apply, please send a cover letter with salary requirement and a resume to jobs@rebuildingtogethernyc.org.

Persons requiring reasonable accommodation to participate in this employment opportunity are asked to contact Ms. Kayleigh Marshall at (718) 488-8840 to discuss their particular needs.