CAREERS @ ULEC

Program: Urban Youth Reentry Program (UYRP)
Position/Title: Program Trainer
Location: 506 Central Avenue & Essex County College in Newark, NJ
Salary: $20-$25 per hour (commensurate with experience)
Hours: Part-Time | Available Monday thru Friday from 9-5pm as needed
Reports To: Program Manager
Position Posted: January 4, 2022 (until position is filled)

Basic Functions: The Urban Youth Reentry Program invites applications for instructors to teach professional and workforce development workshops to justice-involved young adults 18-24 years old. Courses can run in the virtual environment and/or in-person at Essex County College when it becomes safe for participants and instructors to meet in person. Instructors will design and develop course programming and programming support systems, deliver knowledge- and experience-based online educational opportunities in a specific area, coordinate instructional materials, assist with the coordination of classroom support persons as necessary, and complete all necessary documentation in cooperation with a Program Manager. Course participants include justice-involved 18–24-year-old young adults, who could be on trial, probation, parole, formerly incarcerated or have a criminal background. Course topics throughout the year include, but are not limited to, the following: positive self-actualization (attitude adjustment), interviewing skills, resume writing, basic computer skills, job search skills, high school equivalency preparation, as well as any other skills that may be needed for participants to be gainfully employed.

Responsibilities (includes, but not limited to):
- Design and develop course programming and programming support systems
- Deliver knowledge- and experience-based online educational opportunities in a specific topic area
- Coordinate instructional materials with the Program Manager
- Assist with the coordination of classroom support persons as necessary, and complete all necessary documentation in cooperation with a Program Coordinator
- Utilize online software and programs for remote learning
- Assist clients with such matters as job readiness skills, job search strategies, writing resumes, and preparing for job interviews
- Prep participants for the high school equivalency tests
- Assist clients in determining employment support needs
- Enter accurate client data into designated reporting computer systems and update as needed
- Conduct outreach to clients and the community to promote program services
• Provide consulting services to community groups and agencies, businesses, industries, and to other organizations involved in providing community-based career planning resources
• Attend networking events and represent ULEC on community committees
• Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
• Maintain file case notes and appropriate documentation about clients’ progress

Qualifications:
• Ability to work in a performance-based system with a proven track record of meeting targets and outcomes is essential
• Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues

Preferred Experience and Skills:
• 2-3 years of experience working with justice-involved youth preferred
• Ability to train in-person or online remotely when necessary

Equal Opportunity Statement:
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

How To Apply:
E-mail resume/CV and cover letter to careers@ulec.org and dhill@ulec.org. In the subject line, write: UYRP Program Trainer