

Job Description

Summer 2023 Facilitator

Who we are:

[CareerWise](#) is a nationally-recognized nonprofit organization that creates life-changing opportunities for the youngest generation of America's workforce. Using the lens of diversity, equity, inclusion and belonging (DEIB), CareerWise creates opportunities that break down barriers and we build innovative, industry-relevant, student-centered, modern youth apprenticeships. With the help of our business partners, students, school districts, and other local community agencies, we have established flexible, alternative options for young adults to pave their path to finding economic mobility and increasing their future opportunities in high-demand industries. We have hundreds of CareerWise apprentices that are gaining a deep sense of belonging and pride in their personal contributions to their apprenticeships while growing personally, academically, and professionally.

Job Summary:

This is a contract position for the Summer of 2023. This position would be ideal for a secondary education teacher seeking summer employment. We currently have a need for two facilitators. Training for facilitators will occur on/near May 22, 2023 and facilitation will be complete by July 31, 2023.

Reporting to the Program Manager of Training, this role will facilitate group instruction and training in a manner that is both effective and engaging. The facilitator will model effective practices and create a positive impact at every touchpoint with training participants. CareerWise staff are expected to conduct their work by intentionally incorporating the values of CW and the principles of DEIB in every task assigned.

What You'll Be Doing:

- **GROUP FACILITATION** | You will be responsible for running our "Business Essentials" training for apprentices that will begin their apprenticeship experience in the summer or fall 2023.
- **DEIB CURRICULA** | You will provide subject matter expertise to support Diversity, Equity, Inclusion, and Belonging where you will function not just as a trainer, but as an advisor, advocate, and change agent.
- And, of course, we're a supportive team, so you may also perform other duties just as your team may pitch in to help with yours!

Key competencies to be successful in this role:

- Quickly master the training materials and ability to tie resources to content taught
- Comfortable in a blended-learning environment
- Ability to assess engagement and interest in topics and pivot as needed
- Lives out the CareerWise values and has a demonstrated passion for the CareerWise mission and vision

Additional proficiencies:

- Candidates must be willing to track attendance and assess apprentice performance
- Proficiency using Google Classroom
- Experience with an LMS; Docebo is preferred
- A clean background check will be required (We will manage this process once an offer has been made and accepted)

Location:

Training for facilitators will be virtual. Once training is complete, facilitator schedules will include up to 72 hours of virtual facilitation between June 20, 2023 and July 31, 2023.

Compensation:

This is a contract position and will pay \$35.00 per hour. Contractors are not eligible for overtime, group benefits, or paid time off. Contractors must complete a Form 1099 and provide an itemized log of hours worked to receive payment; taxes will be your responsibility.

Sound interesting?

Please email your **resume** (and cover letter, if you have one) directly to:

Nicole Wolever, Program Manager of Training | nicole.wolever@careerwisecolorado.org