



PART-TIME

NEW AMERICAN INITIATIVE MICROSOFT TRAINER

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

The YMCA of Greater New York is seeking a New American Initiative Microsoft Trainer who will be responsible for developing and teaching contextualized curricula that is aligned with adult learning principals and the necessary skills that support and train participants, leading to a Microsoft Office Specialist – Associate Certification; facilitating assigned classes, evaluating students' progress, and supporting the programs and services within the New American Initiative in Flushing Queens and Chinatown communities.

Responsibilities:

- Instruct participants in Word, Excel, PowerPoint, and Outlook.
- Partner with primary ESOL Instructor to insure contextualized ESOL curricula is appropriate and relevant to Microsoft Office applications.
- Plan and implement curricula, assessment, testing, and activities that lead, a minimum of 40 participants annually, to a Microsoft Office Specialist - Associate (or higher) certification.
- Maintain up-to-date hard and soft copies of lesson plans, syllabi, curricula, and handouts.
- Complete student assessments, within the communicated timeline of the Initiative.
- Maintain accurate and timely student files, including students' work, documentation of skill development, test results, and case notes, as appropriate.
- Support with classroom administration, including ordering supplies as appropriate.
- Manage and submit class attendance and interactions daily.
- Ensure timely data entry into databases, as needed.
- Model the best practices of hospitality and positive culture.
- Support all aspects of programming, including but not limited to community outreach, recruitment, and participant outreach.
- Work enthusiastically as part of a team and establish positive relationships with participants, the community, collaborators, and partnerships.
- Actively participate in training sessions, designated meetings, and events.

Qualifications:

- Bilingual (Mandarin/English) required.
- Must be willing to work as part of a team and be able to establish positive relationships with participants, team members and partners.
- Minimum of 2 years of experience in specialty area.
- Microsoft Certified Educator Certification required.
- Ability and interest in working with diverse populations.
- Knowledge of principles and practices related to adult literacy.
- Must be a self-starter, highly organized, patient, and able to work well with others.
- Must be available to work a flexible schedule during hours of operation, 9am-9pm.

EQUAL OPPORTUNITY EMPLOYER ♦ DRUGFREE WORKPLACE

Auxiliary aids and services are available upon request to individuals with disabilities

New York City's YMCA | **WHERE THERE'S A Y, THERE'S A WAY**



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We offer an exciting and innovative work environment with a culture committed to serving all members of our community. As a leading not-for-profit, community service organization, our Association relies heavily on fundraising to support the wide range of programs we proudly provide the communities we serve. Our expectation is that all staff promotes participation of their branch fundraising efforts in some capacity. If you would like to be a member of our dynamic team, please forward your cover letter and resume with subject line *“New Americans Initiative Microsoft Office Trainer”* to rrinaldo@ymcanyc.org.

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