



POSITION

Title: Business Communications Instructor (full-time)

Location: Boston, MA (Downtown Crossing)

Application Deadline: September 15, 2009

ORGANIZATION DESCRIPTION:

Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit, and corporate internships.

In our ninth year of operations, Year Up serves more than 600 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and has received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. See www.yearup.org for more information about our program.

POSITION OVERVIEW:

The Business Communications Instructor role is a year-round, full-time position that incorporates teaching, curriculum development, advising, group facilitation, and committee work. S/he will teach from an existing but evolving curriculum. Emphasis in the classroom is on the students learning from each other and through their own curiosity, not just from the teacher.

Every instructor at Year Up is more than a technical trainer/instructor. The foundation of our business model is high support and high expectations for our students. As such, instructors spend much of their time guiding students in professional behavior, helping to build their confidence, and advising them on choices (personal, professional, and educational) that will help them to reach their goals. In addition, every instructor works collaboratively with a dedicated group of professionals to ensure the success of students in their learning community.

Instructors also participate in committees, learning community meetings, and other activities that enable our organization to operate and grow successfully. Our success to date is measurable: over 85% of our graduates are employed, at an average rate of \$14+/hour, within six months of graduation.

QUALIFICATIONS:

- A proven passion for working with urban youth, an unshakeable belief in their potential, and confidence in his/her ability to make a difference
- The ability to produce and instruct high-quality, well-prepared, college-level classes where students learn, are challenged and enjoy the learning process
- Strong teamwork and communication skills; experience working with a similar student population
- Demonstrated ability to develop curricula that meets college-level course requirements and workplace needs
- An interest in implementing progressive teaching methodologies and in creating a hands-on interactive learning environment
- Experience with developing multiple assessments that measure the progress and performance of a diverse student population
- Master's degree in a related field highly preferred
- At least two years teaching experience (preferably experience in writing and/or communications instruction at high school/college level, or in corporate industry)
- Ability to work in a team and to be able to collaborate with others.
- Comfortable with change in a fast moving environment.

TO APPLY:

Year Up offers outstanding benefits and a competitive salary commensurate with experience. Please e-mail a resume and thoughtful cover letter (both in Word format), outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to InstructionalJobs@yearup.org and kcrane@yearup.org. Please indicate "**BC Instructor Position**" in the subject line. Applications will be reviewed on an ongoing basis until the position is filled.

Year Up is an equal opportunity employer