Position Announcement
PT GED Instructor

Congreso de Latinos Unidos, Inc. is currently seeking a PT GED Instructor for their EWS Division. Congreso’s Adult Education department provides GED instruction for out of school youth from ages 17 to 21 and adults in the areas of Education, Employment and Empowerment. The GED Instructor position is a key component of the educational portion of the program and plays an important role in student success at Congreso. This position will report to the Adult Academic Manager. The Instructor will partner with the case management and E3 Center teams to deliver comprehensive GED and college readiness curriculum and projects in a variety of academic and supplemental subjects. In addition to developing and delivering classroom instruction, this position assumes a role in areas such as instruction related data entry, student-internship support, team planning meetings, student case consultations, facilitating new-student orientations, and planning/chaperoning field trips and events.

About Congreso
Congreso is a multiservice nonprofit organization whose mission is to strengthen Latino communities through social, economic, education, and health services; leadership development and advocacy. Founded in Philadelphia in 1977, Congreso has grown into a national thought leader on nonprofit performance management with an expert focus on the Latino community. Congreso is anchored by its innovative Primary Client Model (PCM™), and provides direct services to residents of the Philadelphia region while providing consult to other nonprofits and government systems nationally.

Essential Responsibilities

- Prepare and deliver comprehensive GED 2014 and College & Career Readiness (CCR) academic curriculum to out of school youth and adults.
- Utilize technology including Microsoft Office software, email and web-based applications to deliver curriculum.
- Develop mastery of GED 2014 Exam materials and subject matter through research, data analysis, and professional development trainings.
- Assist students in gaining critical thinking skills, problem solving techniques, and proficiency in numeracy and literacy.

Minimum Qualifications

- Bachelor’s degree in Education, English, Math-Science, Social Science or related field
- 2-3 yrs work experience providing direct educational services to youth, young adults the community, or related exp.
- Computer proficiency in Microsoft Office Suite, particularly in Excel and Word

Preferred Qualifications

- Fluency in Spanish
- Exp. teaching subject matter associated with GED exam and exp. working in alternative education settings
A Career with Congreso: Your talent and passion + our mission = outcomes

Come grow our reputation. Employees come to Congreso because they hear the positive things our clients, employees, and supporters say about us. Congreso has served the neighborhoods of eastern North Philadelphia since 1977. We have built our reputation on trust and high-quality human service delivery. And now our expertise in client-centered, outcomes-informed service delivery is extending our reputation beyond local borders to regional and national renown.

Come serve the community. Employees come to Congreso because of their passion to work directly with members of a vibrant and diverse community towards greater self-sufficiency. We have grassroots in Philadelphia’s Puerto Rican community and a commitment to strengthen all who live in the communities we serve. Our campus is located in the heart of the Eastern North Philadelphia neighborhoods we serve and includes a charter school that houses college courses at night.

Come celebrate culture. Employees come to Congreso because of the diversity of our employees, clients, and community we serve. We seek to serve all clients through practices that show inclusion, empathy and understanding regardless of cultural identities.

Come be part of our “familia.” Employees come to Congreso for a working culture that reflects our family-centered service approach and our commitment to balance work and family. Our “mi casa es su casa” welcome extends to employees and all who seek services from us. Our employees value the feeling of being “like family” and the close and supportive relationships they have with co-workers.

Come grow professionally. Employees come to Congreso to gain experience, learn new skills, and grow professionally. Our Primary Client Model™ provides employees with continuous education and professional development in client-centered, data-informed, and culturally appreciative service delivery. We recognize supervisors as leaders and an essential link between retention and service quality. All supervisors engage in regular professional development and organizational strategy conversations with Congreso’s President/CEO. Congreso has a reputation for leadership development, with many former employees now in leadership positions at the local, regional and national level.

To Apply
To apply for this position please submit a cover letter, resume and salary requirements here. For more information about Congreso and other career opportunities please go to www.congreso.net.

EEOC
Congreso is an Equal Opportunity Employer. Congreso is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. All employment decisions at Congreso are made without regard to race, ethnicity, religion, color, gender, gender identity, sexual orientation, national origin, ancestry, disability or military/veteran status, or any other protected class as set forth under applicable State, Local and Federal Civil Rights Laws.