



## POSITION ANNOUNCEMENT

**Title:** Investment Operations (IO) Instructor  
**Application Deadline:** August 28, 2009

**Location:** Boston, MA (Downtown Crossing)  
**Ideal Start Date:** ASAP

### 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 expects to add 1-2 sites per year over the next 4 years. Year Up 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](http://www.yearup.org) for more information about our program.

### POSITION OVERVIEW:

IO Instructor role is a year-round, full-time position that incorporates teaching, curriculum development, advising, group facilitation, and committee work. S/he will teach Introduction to Computer Applications and Introduction to Personal Finance and Fundamentals of Investment Management 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. 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
- Required: Educational degree in Business. Preferred: Degree plus additional industry standard certifications: Series 6, Series 7, CFP (Certified Financial Planner, CLU (Chartered Life Underwriter))
- Proficiency in Microsoft Office, Personal Finance, Stock, Bonds and Mutual Funds
- At least 2 years experience as an educator; additional experience as an industry/corporate trainer is a plus
- Strong teamwork and communication skills; experience working with a similar student population
- An interest in implementing progressive teaching methodologies and in creating a hands-on interactive learning environment

### TO APPLY:

Year Up offers outstanding benefits and a competitive salary commensurate with experience. Please email 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](mailto:InstructionalJobs@yearup.org). Please indicate "IO 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*