



## POSITION ANNOUNCEMENT

Title: **IT Instructor**

Location: **National Capital Region, Washington, DC**

### 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 500 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

The IT Instructor role is a year-round, full-time position that incorporates teaching, curriculum development, advising, group facilitation, and committee work. Working in collaboration with other academic staff, the instructor will teach Introduction to Computer Applications and Computer & Network Support I & II 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 just 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.

The IT Instructor reports directly to the Director of Academics. Instructors participate in committees, site meetings, and other activities that enable our organization to operate and grow successfully.

### REQUIREMENTS

- A passion for working with urban young adults, an unshakeable belief in their potential, and confidence in one's ability to make a difference
- Ability to function well in a fast-paced, entrepreneurial and evolving culture
- Very strong communication, teamwork and professional skills
- Intermediate- to expert-level proficiency in Microsoft Office, Windows networking & troubleshooting, TCP/IP basics, and PC hardware support

### QUALIFICATIONS

- 2-3 years total teaching experience required; teaching experience in DC a plus
- Bachelor's (or Master's) degree in a related field
- Demonstrated passion for working with urban youth, an unshakable belief in their potential, and a commitment to the mission of Year Up
- Strong organizational and time management skills with exceptional attention to detail
- An engaging and collaborative leadership style with mature interpersonal skills and the ability to juggle and manage multiple, competing priorities and deadlines
- Proficiency with Microsoft Office applications especially Word, Excel, Outlook, and databases
- Interest in working closely with a small team to support a growing program
- At least two of the following:

- Experience working with a similar population
- Technical training and/or classroom teaching experience
- Technical certification (A+, MCSA, MCSE, etc.) and/or experience in an IT support role

**TO APPLY**

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position as well as how you heard about the position to Chelsey Tanaka at [ctanaka@yearup.org](mailto:ctanaka@yearup.org). Please include "IT Instructor" in the subject line. No phone calls please.

For information on Year Up, please visit us at [www.yearup.org](http://www.yearup.org)

Year Up is committed to hiring staff who reflect the diversity of the communities it serves.