



Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250, Phoenix, AZ 85012

Phone (602) 264-6768 Fax 602-274-7486

www.phxindcenter.org

PLEASE POST

JOB ANNOUNCEMENT

TITLE: WORKFORCE SKILLS TRAINER

DEPARTMENT: Native Workforce Services

HOURS: Monday to Friday - 8:00 A.M. to 5:00 P.M.

SALARY: \$26,500 - \$28,500 (DOE)

DUTIES:

Conducts classroom training for adults in areas of job readiness and career preparation; develops curriculum and lesson plans. Enters case notes in customer files on class participation and progress; provides feedback to department staff on progress or issues of students. Arranges for outside speakers, interviewers for classroom activities. Instructs students on Internet resources for job search. Attends scheduled department/agency meetings. Submits monthly reports on student activity.

REQUIREMENTS:

Prefer Bachelor's degree in Counseling, Social Work or Education with 3 years experience in training/teaching. Knowledge of social, educational and economic issues of off-reservation Native Americans. Strong oral and written communication skills; ability to present information in a classroom setting. Familiarity with computers, Microsoft Office software and Internet usage. Must possess valid DPS fingerprint card or able to obtain one upon offer of employment. Must have dependable transportation with a valid driver's license and automobile insurance coverage in compliance with Center requirements.

CLOSING DATE: Open Until Filled (Posting date: June 20, 2008)

APPLY AT:

PERSONNEL OFFICE
4520 North Central Avenue, Suite 250
Phoenix, Arizona 85012
602-264-6768, ext 2103
www.phxindcenter.org

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.