Position: Family Trainer – Bilingual (Mandarin)
Job Type: Part-Time (Saturdays and some weeknights during the school year)
Location: New York City

ABOUT PowerMyLearning

PowerMyLearning is a national education nonprofit that strengthens the learning relationships between students, teachers and families so every student succeeds. Founded in 1999, PowerMyLearning partners with schools and districts in under-resourced communities across the country. PowerMyLearning has regional offices in New York City, Atlanta, Los Angeles, and the Bay Area, and its programs and services extend beyond those regions in a growing number of partnerships. More than 40,000 school communities nationwide use its digital learning platform, PowerMyLearning Connect. By using technology as a tool to build important bonds between students, teachers, and families, PowerMyLearning has demonstrated impact on student achievement, teacher practice, and family engagement. Learn more by visiting www.powermylearning.org.

PowerMyLearning NYC supports our partner schools in driving students’ ownership of their learning and propelling student achievement, both within and outside the classroom. We provide professional development for teachers to help them build strong instructional practices and personalize learning for their students, and we support schools in better engaging families in the learning process, through coaching for school staff and workshops with families and students. Since 1999, PowerMyLearning NYC has partnered with more than 100 public schools in under-resourced communities and served more than 100,000 students, families, and teachers.

POSITION DESCRIPTION

PowerMyLearning Family Trainers are responsible for training families on how to effectively use digital resources to strengthen core academic skills. The focus of the trainings are to make parents feel more empowered to help their children do better in school. This is done through two types of workshops: Saturday Family Learning Workshops, in which each family receives a Home Learning Center, loaded with educational software. On these days, Family Trainers provide two three-hour workshops, with up to fifteen families (over thirty people) per workshop. Weeknight Family Connection Workshops, in which families receive additional support and resources for learning at home. Family Trainers provide a 90-minute workshop for up to fifteen families. PowerMyLearning provides new Family Trainers with training prior to leading a workshop. Family Trainers receive ongoing coaching and feedback from PowerMyLearning staff and their peers in order to ensure high-quality training at all times.

Family Trainers should be able to commit to working two Saturdays per month during the school year (there is often the opportunity to work three Saturdays per month if
desired), as well as one to two weeknights per month. The time commitment for Saturday workshops is approximately eight and a half hours (8:30am – 5:00pm), including prep time and teaching time. You will also receive a 30-minute unpaid lunch break. The time commitment for weeknight workshops is approximately three hours (usually between 4:30 and 7:30pm).

PowerMyLearning partner schools are located within New York City (all boroughs); training locations will vary throughout the year. This position reports to the Senior Program Manager, Family Engagement on the New York City team.

RESPONSIBILITIES

- Providing an engaging presentation of PowerMyLearning’s curriculum
- Following PowerMyLearning’s curriculum and workshop pacing guide
- Maintaining control and flow of the workshop classroom at all times
- Utilizing Customer Service Representatives and volunteers as teaching assistants through active engagement to support and assist families throughout the workshop
- Creating a safe, inviting and motivating classroom environment
- Representing PowerMyLearning in a professional manner at all times
- Working with PowerMyLearning staff to continuously improve the PowerMyLearning curriculum
- Coordinate with PowerMyLearning’s Program Managers and Coordinators, Customer Service Representatives and Registration Coordinators
- Ensuring that families leave the workshop:
  - Knowing how to set up their computer
  - Able to use the educational software provided
  - Ready to improve their home learning environment
- Attending periodic training sessions in person

CANDIDATE QUALIFICATIONS

Required:
- Passion for PowerMyLearning’s mission
- High School Diploma
- Bilingual Mandarin/English
- Experience training or teaching in some capacity
- Experience working with low-income communities
- Excellent interpersonal and oral communication skills and high levels of confidence as a public speaker/presenter
- Strong relationship or “people” skills
- Strong problem solving skills & extremely flexible
- Proficiency and comfort using basic computer functions, including computer setup, MS Office applications, and the Internet
- Ability to clearly communicate technical information about computer and software use to a non-technical audience
- Availability on two Saturdays and one weeknight per month during the school year
Preferred:
- Bachelor’s Degree
- Experience working with public schools and/or districts
- K-12 teaching background

COMPENSATION AND BENEFITS
- $25 per hour
- Compensation does not include the cost of transportation
- Lunch provided during Saturday workshops

TO APPLY
Qualified candidates should submit a resume, thoughtful cover letter (outlining how your skills and experience meet the qualifications of the position and how you heard about this opportunity) to https://powermylearning.applicantpro.com/jobs/ using the following conventions:

Cover Letter: yourfirstname_yourlastname_coverletter.doc
Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis.

*PowerMyLearning is an equal opportunity employer. PowerMyLearning strives to practice and champion inclusiveness in our communities, and we aim to honor the diverse strengths, needs, voices, and backgrounds of all members of our communities. Candidates from traditionally marginalized communities are especially encouraged to apply.*