Overview:
Are you passionate about creating classroom based learning opportunities for adults? Are you familiar with Adult Learning Theory? Do you have experience creating life skills content for delivery to a variety of adult learners?

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity and inclusion throughout our communities.

College of Hope strives to be the best practice provider of adult education and life skills in Snohomish County. This individual will be responsible for working closely with the Research and Development position in supporting research activities in the community at least once a quarter and develop interactive adult learner centered lesson plans for assigned topics.

Candidates should have strong communication skills, the ability to work collaboratively, know how to create “safe” learning spaces for adults, and a passion for empowering their communities through lifelong learning.
Benefits Package:
- PTO Accruals and Annual Leave Benefit, first one after six month anniversary
- Flexible investing 403b Retirement Program with annual matching contribution
- Employee Assistance Program
- Supplemental Insurance
- 50% discount for Tomorrow’s Hope Child Development Center
- Core trainings and ongoing organizational development
- Dedicated Fun Hub committee to providing events, celebrations and ongoing activities
- Discounted tickets to events

Essential Job Duties:
1. Create “safe” learning spaces for adults that includes room layout, relevant learning materials, training design and learner focused delivery.
2. Confidently navigate the dynamics when moving from in-person to online instruction.
3. Actively communicate with the COH support team before a learning event in order to ensure all training essentials are in place.
4. Able to use a video projector, laptop and smart screen or be willing to be trained on these in the first 30 days of employment.
5. Able to take an online course on Adult Centered Learning within the first 30 days of employment.
6. Meet with the College of Hope Manager weekly to discuss program outcomes, class reviews and other issues impacting the success of the program.
7. Ensure safety and security requirements are met in the classroom area
8. Represent Housing Hope in a contracted capacity with other partners, such as Work Source
9. Manage the resource room as needed at the Everett Work Source
10. Ensure client demographics, class reviews and class rosters are collected and filed at the end of each class.
11. Be willing to manage and help resolve any conflicts that may arise among adult learners.
12. Support the Program Manager by quality assuring new and existing partner organizations’ content to ensure it is in line with COH brand and values.

Requirements:
- 2+ years of experience in curriculum design and delivery to adults.
- Skilled with Microsoft Office including Word, Excel, and PowerPoint.
- Skilled using Zoom and Powerpoint
- Knowledge of Eventbrite a plus
- Ability to work with clients with low income, experiencing homelessness, and/or holding marginalized skills.
- Strong time management and organization skills
- Effective written and oral communication
• Keen observation and evaluation skills
• Strong team player with a can-do attitude

Preferences:
• Bachelor preferred

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
• The employee frequently is required to climb, walk, sit, and talk or hear.
• The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
• The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
• Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.