



Job Title: YouthBuild Education Instructor

Job Type: Full-time

Reports to: Assistant Director of YouthBuild

WHY WORK AT NORTH SHORE CDC?

North Shore Community Development Coalition (NSCDC) is a regional, nonprofit organization committed to investing in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood revitalization model focuses on projects that have lasting benefits for entire neighborhoods with need-based programs that build future city leaders and self-sufficient residents. Our diverse staff are passionate and committed to helping our communities thrive and grow. ***We offer extremely competitive benefits including funding for professional development, as well as a full suite of healthcare benefits, generous paid time off, flexible work hours and more.***

ABOUT THE ROLE

The YouthBuild Education Instructor (YEI) is a motivated self-starter passionate about educating alternative learners and supporting positive youth development. The YEI works in a collaborative, supportive environment to help underserved Opportunity Youth ages 16–24 achieve academic success and self-sufficiency. **Goal: Raise YouthBuild participants' educational functioning levels, support them in obtaining their HiSET or GED diplomas, and guide them toward post-secondary education or career readiness.**

Working closely with the Assistant Director, the YEI supports the educational needs of program participants by leading classroom instruction, designing curriculum, and developing lesson plans that foster a supportive learning environment. The YEI is responsible for developing and implementing contextualized education, teaching basic skills in reading, writing, and math, and preparing students for GED/High School Equivalency, adapting curriculum and materials to meet individual and program needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach basic adult education to students with varying academic levels integrating reading, math, language arts, social studies and science
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- Teach mathematics and arithmetic
- Develop innovative project-based lessons that promote critical and creative thinking and explore social justice, career readiness, and life skills
- Assess student progress through individualized study plans and adapt curriculum and lesson plans to meet learning needs
- Maintain accurate student records, attendance, and achievement progress
- Manage classroom behavior by establishing and enforcing rules and procedures
- Provide an effective learning environment through well-prepared classes, relevant assignments, and clear documentation of student progress
- Serve as an active participant and educational expert across program components
- Experience teaching GED/HiSET fundamentals to culturally and economically diverse youth and young adult learners
- Comfortable incorporating technology into the classroom
- Perform other duties as assigned to support the YouthBuild program

QUALIFICATIONS:***Education and Experience***

- A bachelor's degree in education or a related field.
- Experience with curriculum development, lesson planning and teaching Opportunity Youth
- Capable of operating computer systems and strong understanding of how to navigate technology

SPECIFIC SKILLS:***Required***

- High energy and a positive role model to help motivate young people through creative strategies
- Deep understanding of the GED and/or HiSET
- Strong commitment to a safe, respectful, and collaborative learning environment for ages 16–24
- Ability to relate sensitively to multiracial and multicultural youth
- Dedicated to helping young people succeed academically, develop leadership and professional skills, and make a positive community impact
- Collaborative problem-solver with strong communication and interpersonal skills
- Experience teaching GED and/or HiSET, including designing contextual learning activities and assessing adult learners' educational needs
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Bilingual in English and Spanish preferred (not required)
- Classroom management skills and ability to establish routines and expectations
- Ability to support students with learning differences and varying academic levels

Schedule: Varies, but typically

Monday 8 AM – 4 PM

Tuesday 8 AM – 4 PM

Wednesday 8 AM – 4 PM

Thursday 8 AM – 6 PM

Friday 8 AM – 2 PM

Evenings and weekends may be required occasionally, with prior notice provided.

Salary: \$55,000

HOW TO APPLY:

Please [visit this link](#) and click “Apply for this Position”, or submit a thoughtful cover letter and resume with “YouthBuild Education Instructor” in the subject line to hr@oppcommunities.org.

Opportunity Communities (OppCo) Human Resources facilitates all job postings and recruitment activities for North Shore Community Development Coalition (North Shore CDC).

Contact hr@oppcommunities.org with any questions.

North Shore CDC is an equal opportunity employer and encourages applications from individuals of all backgrounds.