



Job Title: **Assistant Welding Instructor**

Position reports to: Program Director

Description: The Assistant Welding Instructor is responsible for providing women with training in the skills needed to successfully enter and advance in welding occupations. The Welding Program at Chicago Women in Trades exists to teach women welding and metalworking skills used in the manufacturing and metal fabrication industries and assist them in obtaining employment in these fields. It is a 12-week open enrollment program serving three to six new students per month to a total of 12 students at a time, with classes held Monday - Thursday from 9:30 a.m. to 3:30 p.m. The Assistant Welding Instructor will assist the lead instructor in day to day instruction and planning of the existing programming and expanding programming through the establishment of evening classes and customized instruction for alumni. The ideal candidate will have experience in both adult education/mentorship and welding with work experience in manufacturing or fabrication.

Essential Duties:

1. Assist with coordination and instruction to up to 12 students in an open enrollment class.
2. Provide American Welding Society (AWS) theory and lab instruction to clients for identified program welding certifications.
3. Teach hands-on, competency based training in MIG, Stick and TIG welding and related metalworking equipment and skills.
4. Conduct classroom lessons, assign homework, and assess students' learning progress.
5. Teach basic shop knowledge (blueprint reading, math, measuring)
6. Record, track and evaluate participant attendance and progress.
7. Implement program curriculum and obtain additional certification training for program participants.
8. Assist with inventory, purchase, and pick-up/delivery of training materials.
9. Work with the welding instructor and case manager to facilitate placement in employment.
10. Maintain an orderly, productive and safe learning environment.
11. Collaborate with team members and participate in evaluation and other related activities as requested.
12. Maintain an inventory control system for equipment, tools, and materials.
13. Ensure that all welding equipment is shut down properly at the end of the day.

Qualifications:

- Work experience as a welder/fabricator in a manufacturing/fabrication setting.
- Teaching, supervising, mentoring, or related experience, preferably with adults.
- Strong organization and written and verbal communication skills
- Ability to communicate instructions and lessons clearly and empathetically to new learners.
- Flexible schedule - evening and weekend availability essential
- Commitment to CWIT's mission of economic empowerment for women and to social justice, diversity, equity and inclusion.
- Willingness to work outside of traditional work hours on a regular basis

Salary & Benefits

Salary range is \$35,000 to \$44,000 commensurate with experience. CWIT offers a competitive benefit package including: health, dental, disability and life insurance, paid sick, vacation and personal time, and contributions to a retirement plan.

To apply please send via email only, a resume and cover letter detailing your experience. The **deadline** for receipt of applications is **December 1, 2018**. **Email applications to Linda Hannah at lsugerman@cwit2.org**. Women of color are strongly encouraged to apply.