
UNITED WAY OF NORTHERN NEW JERSEY

United For ALICE@Work Course Instructor

Freelance/Contractor

Overview

[United for ALICE](#) with United Way of Northern New Jersey (UWNNJ) and United Way of South Central Michigan (UWSCMI) is looking for an instructor to deliver our *United For ALICE@Work* pilot courses. ALICE@Work is a business education program designed to help employers better understand their low-wage ALICE (Asset Limited, Income Constrained, Employed) workers' experiences and implement best practices to increase their career mobility and financial stability. The objective is to teach employers how to create and maintain quality jobs, and then to track progress, demonstrating how the program's interventions benefit both ALICE workers and their employers. The next phase will be to incorporate certification. While there are several similar programs, none focus specifically on the ALICE workforce, and most don't require coursework, incorporate benchmarking, or track follow-through.

Broad Function/Purpose:

The instructor will deliver the ALICE@Work education program, 12-15 hours spread over several days. The instructor will teach the course to participating business leaders, support participants with off-line learning needs, evaluate participants on their progress and completion of curriculum, and debrief with the ALICE@Work team on program evaluation and course improvement. There may be an opportunity for some in-person instruction and/or engagement.

Initially, the Course Instructor will support the pilot phase of this program with new starts of the course implemented over a 6-9 month period from September 2023 to June 2024. Total time commitment is approximately 400 hours (ranging from 30-50 hours/month). There may be an opportunity to establish a longer-term engagement with flexibility on timing.

Responsibilities and Essential Functions

Course Preparation

- Review the ALICE@Work curriculum and companion materials
- Become familiar with the ALICE (Asset Limited, Income Constrained, Employed) measures
- Review learning management software (Tovuti), populated with materials for course
- Prepare notes, examples and exercises to accompany the course as outlined in the curriculum

Course Delivery

- Facilitate *ALICE@Work* courses (during both continuing pilot/development and routine implementation phases), including leading interactive discussions
- Provide learning support to students during course offerings including scheduled class time and office hours (to be determined)
- Engage with *ALICE@Work* staff and participants via e-mail, phone, and via virtual meetings as reasonably requested

Course Maintenance & Enhancement

- Attend regularly scheduled meetings with *ALICE@Work* team members to review course delivery and performance



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.

- Provide *ALICE@Work* team with continuous feedback and support an effort to improve and refine course content and delivery
- Be available after course delivery to support debrief and relevant evaluative processes
- Collaborate with *ALICE@Work* team on:
 - Refine curriculum and preparation materials
 - Enhance exercises to support course content and curriculum.

Basic Qualifications

- Bachelor's degree or equivalent work experience
- Demonstrated skills training business leaders
- Demonstrated ability to actively facilitate group discussions
- Demonstrated ability to deliver content virtually
- Knowledge of and experience utilizing Learning Management Systems
- Access to strong internet capacity (quality audio and video capability)

Additional Qualifications and Skills

- Experience or certification in training and facilitation related to organizational development preferred with OD consulting or Human Resource experience
- Demonstrated flexible, self-motivated, and strong time-management skills
- Demonstrated delivery skills, particularly in the areas of equity, diversity, inclusion, and belonging, and leadership effectiveness
- Demonstrated ability to quickly assess organizational needs and culture and implement appropriate interventions
- Insight and creativity, ability to offer options/solutions when approaching issues or challenges
- Effective communication skills, both written and oral, with the ability to clearly and concisely share information and ideas with a range of leadership audiences
- Ability to maintain confidential information and exercise discretion and tact

Compensation: Total time commitment is approximately 400 hours (ranging from 30-50 hours/month) over a 6-9 month period of September 2023 - June 2024. Compensation will be based on experience and qualifications:

Instructor: Range \$40-\$60/hour.

Senior Instructor: Range \$60-\$80/hour.

There may be an opportunity to establish a longer-term engagement with flexibility on timing and duration.

Submit resume and cover letter to: Stephanie.Howland@UnitedWayNNJ.org

Equal Opportunity Policy

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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