

### **BEST is hiring an instructor!**

**Job Title:** Computer Instructor (P/T hourly or F/T with benefits, depending on job duties)

#### **Required Job- Specific Duties and Responsibilities**

- Teach basic computer skills to diverse adult learners seeking new employment or to improve their work skills. Classes are currently online via Zoom but may also be taught in-person (Wellington Station/Medford or Omni Boston Seaport) or hybrid.
- Prepare level-appropriate lesson plans and activities guided by BEST curriculum. Lessons must be tailored to fit student and employer needs.
- Document all lesson plans and contribute to curriculum on an ongoing basis.
- Regularly assess students and input student evaluations, attendance, logs, and required data into organization database.
- Participate in teacher meetings and professional development trainings as required.
- Maintain communication with other BEST Corp. staff regarding student issues.

#### **Potential additional duties**

- As needed, teach employment-based English as a Second Language (ESL) to diverse adult learners. Classes are currently online.
- Administer BEST Plus oral assessment.
- Assist with tech needs/trouble-shooting with BEST staff and clients.
- Assist with web site design and edits.

#### **Qualifications & Experience**

- Experience teaching adults
- Strong tech skills; fluency using Zoom, Google apps, etc.
- Fluency in both Mac and PC platforms.
- Not required, but a plus:
  - BEST Plus™ administration certification
  - Tech Goes Home™ certification
  - Experience using WordPress
  - Experience using Salesforce for NonProfits database

Please send resumes and email of interest to Joan Abbot [jabbot@BESThtc.org](mailto:jabbot@BESThtc.org).

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#### **BEST Hospitality Training**

617-542-1177 • [www.BESThtc.org](http://www.BESThtc.org)

101 Station Landing, Fourth Floor, Medford, MA 02155

450 Summer Street, Omni Boston Hotel at the Seaport, Boston, MA 02210