



# Hospitality Training

Job Title: Instructor  
FLSA Status: Non-exempt / Part-time (20 hours/week)  
Supervisor: Education Program Manager

## Mission

BEST's mission is to provide individuals with the education, skills, and training to excel in the hospitality industry and in their personal lives. We do this through a variety of services that include job-specific skills training programs and access to educational courses (ESOL, computers, skills certifications), all of which are supported by career and academic coaching. BEST's partnerships include UNITE HERE Local 26 (the hotel and restaurant workers' union), 40+ hospitality employers, government and private foundations, and community organizations.

At BEST we strive to create a diverse work culture that closely matches the diversity of those we serve. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.

## Job Summary

### In this job you will:

- Teach employment-based English as a Second Language to diverse adult learners seeking employment and/or skills improvement, and/or teach U.S. citizenship prep. Classes may be taught online and/or in person.
- Work collaboratively with the education team to prepare and implement lesson plans tailored to fit students' needs and to contribute to the ongoing development of our program-wide curriculum.
- Understand students' needs and document their progress through evaluations, attendance, and case logs.
- Refer clients to relevant resources, such as English and skills training classes, public benefits (e.g., SNAP), financial coaching services, and Local 26 benefits.
- Support colleagues working in other programs. Lend a hand as needed.

All BEST staff members:

- Work proactively to ensure client and service delivery data across programs is captured and entered into our Salesforce database in a timely manner.
- Develop strong working relationships with colleagues and external partners and participate in meetings to foster these relationships.
- Communicate effectively with colleagues, clients, and partners.

Is this opportunity right for you? We are looking for people who:

- Demonstrate respect for and experience with bridging differences in language, culture, race, religion, citizenship, gender, and sexual orientation and do not discriminate on the basis of income, immigration status, or disability.
- Understand and follow confidentiality practices regarding clients and colleagues.
- Have advanced English language skills, both spoken and written.
- Are able to work in a hybrid work environment. Staff members are expected to attend in-person internal/external meetings and program/organization events as required.
- Have strong tech skills and are comfortable using and/or learning how to use technology applications and platforms.

Bonus if you:

- Have tutoring/teaching experience
- Are BEST Plus™ certified
- Have experience using databases
- Have experience in the hospitality industry and/or workforce development
- Speak a second language

Compensation for this position is \$30/hour. Please send your resume and letter of interest to: [GetInvolved@BESThtc.org](mailto:GetInvolved@BESThtc.org)

*BEST Hospitality Training is fully committed to providing opportunities that promote diversity, growth, and a professional work environment. We are an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, religious creed, gender, gender identity or expression, genetic information, sexual orientation, age, disability, veteran or active military status, marital status, national*

*origin/ethnicity, citizenship or immigration status, or any other protected characteristic as outlined by federal, state, or local laws.*