



**Brooklyn Networks – BICSI Technical Instructor  
Job Announcement**

**Title:** BICSI Technical Instructor  
**Program:** Brooklyn Networks

**Status:** Non-Exempt  
**Position:** Part-Time

Brooklyn Workforce Innovations (BWI, [www.bwiny.org](http://www.bwiny.org)) – a non-profit, Brooklyn-based workforce development organization – seeks a dynamic professional to facilitate and instruct a specialized curriculum to BWI’s Brooklyn Networks, a free, six-week training program that helps unemployed individuals access careers in low-voltage cabling. The course prepares graduates to obtain the industry recognized BICSI credential, followed by job placement in voice and data cabling, security system installation, broadcast cabling, and A/V system installation.

BWI changes the lives of hundreds of jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI’s skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults and young adults with barriers to employment. We provide free training and job readiness, followed by at least two years of job placement and career-advancement support. BWI helps individuals begin careers in commercial driving, tech, voice and data cable installation, TV and film production and post production, and skilled woodworking, among other sectors.

**Responsibilities:**

The BICSI Technical Instructor will join a small, committed team passionate about helping people launch meaningful careers. They will primarily be responsible for instructional delivery and coaching participants throughout the program. They will also work closely with the Program Director and Manager to ensure the program achieves critical job placement and career development outcomes.

- Facilitate in-person classroom instruction in a way that is highly engaging, builds a strong classroom culture, and is appropriate for the audience.
- Deliver BICSI Level 1 Information Technology Systems (ITS) curriculum through lecture and demonstration.
- Check for skills mastery and provide thoughtful feedback that solves performance and learning challenges with support from program staff.
- Offer technical training support, including remedial training and coaching to participants through office hours, small groups, and one-on-one meetings.
- Develop new and/or update existing homework assignments, grade homework, and administer written exams/quizzes.
- Participate in program team meetings which include class selection and discussions regarding improvements in technical skills training delivery and trainee performance and participation.
- Track trainees’ performance and attendance throughout training cycle.
- Maintain or exceed current BICSI Level I Credential certification rate of 90% for each cycle.

**Qualifications:**

- Enthusiasm and respect for working with low-income New Yorkers; strong commitment to BWI's mission and desire to do work with a measurable impact.
- At least three years of experience delivering Adult Education to students from socioeconomically diverse and underserved communities preferred.
- Demonstrated ability to teach various learning styles and flexibility when receiving feedback in response to the needs of students
- Previous experience or an interest in low voltage preferred such as in technology, telecommunications, construction, electricity, cybersecurity, security systems, IT support, i.e., curriculum and lesson plans will be provided.
- Experience coaching, guiding, and instructing individuals and groups in a professional setting.
- Must be available for in-person, classroom-based technical skills training Monday through Friday from 8:00 am to 5:00 pm for six weeks, five times a year.
- Willingness to audit and observe one training cycle as part of onboarding and sit for the BICSI Level 1 Installer Exam as well as BICSI's Train the Trainer course to become BICSI certified.
- Demonstrated ability to work well independently and as a team member.
- Friendly, professional demeanor, excellent communication, and relationship-building skills
- Well-organized and thorough, with strong attention to detail, and highly motivated.

**Compensation: \$50.00 - 55.00 per hour, depending on relevant experience.**

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers reasonable flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval (full-time, in-person work will be required during portions of the year). **Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

**To Apply:**

Email a cover letter, resume, and salary expectations to Adar Johnson, Brooklyn Networks Program Director, at [ajohnson@bwiny.org](mailto:ajohnson@bwiny.org) by **March 1<sup>st</sup>, 2024**. Only applications with a cover letter and resume will be considered. No phone calls, please.

**BWI is an equal-opportunity employer. People of color, community residents, and women are strongly encouraged to apply.**