



## Entrepreneurship & Small Business Instructor (Part-time) Job Announcement

<b>Mission Statement:</b> To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
<b>Vision Statement:</b> Where continued education improves lives and builds better communities.
<b>Summary:</b> The Entrepreneurship and Small Business Instructor is responsible for leading and delivering instruction in the Entrepreneurship Training program. This includes updating and delivering relevant and progressive curriculum, designing and implementing effective learning strategies and environments, delivering instruction of high quality, assessing adult learners' progress, advising adult learners, and participating in AEC's activities involving professional development.
<b>Position Type:</b> Part-time
<b>Reports to:</b> Instruction & Professional Development Manager
<b>Supervises:</b> Instructional aide(s) or tutors as applicable.
<b>Works With:</b> Program and Testing Lead, Office and Data Lead, Career Navigator/Coach, other instructors, interns, and volunteers.

### Primary Responsibilities

#### *Entrepreneurship & Small Business*

- Responsible for instructing adult learners in the Entrepreneurship Training program which may include, but not be limited to the following curriculum areas Operations Management, Small Business Marketing/Promotion, Small Business Development & Planning, Business Plan Writing, Entrepreneurial Finance, Small Business Feasibility, Social Media Branding;
- Develop and implement an appropriate and engage curriculum by taking into consideration the unique abilities and interests of each adult learners;
- Ability to teach using different methods and teaching styles, ensuring that adult learners are fully engaged;
- Inspire, motivate, and foster confidence in all adult learners;
- Complete required AEL professional development hours as specified by TWC;
- Maintain complete and accurate records of adult learners' progress and evidence of growth and progress;
- Provide a nurturing and supportive learning environment that encourages adult learners' responsibility and incorporate suitable instructional strategies;
- Establish and monitor Individual Training, Education and Career Plan (ITEC) and Reviews for each adult learners during the first week of class, during the mid-point of the semester, and immediately after progressing testing;
- Manage allotted instructional time to maximize adult learner achievement;
- Contact adult learners when absent to ensure higher level of retention;
- Utilize public library and local Workforce Solutions resources;
- Establish and communicate clear objectives for all learning activities;



- Ability to work independently and as a team member;
- Ability to work under pressure and multi-task to meet deadlines;
- Ability and willingness to work remotely and travel to satellite locations;
- Perform other duties as may be requested by the Instruction & Professional Development Manager or President & CEO.

### **Qualifications**

- Bachelor's degree in Entrepreneurship/Business Management or a related business field.
- Four (4) years of work experience in small business ownership/management positions, which include increasing levels of responsibility.
- Knowledge of the role of small business in today's society, current organizational structures, management philosophies and processes as well as new and emerging business trends impacting small businesses including international/global business, e-business, social networking.
- Demonstrated ability in business acumen, planning, innovation, creativity and collaboration. Skill in the use of computers for business applications and analysis. Skill in communications and human relations with populations having diverse socio-economic and racial backgrounds.

### **Competencies**

- Personal and interpersonal communication skills;
- Organizational skills;
- Ability to keep concise records;
- Compassionate and Nurturing;
- Ability to incorporate technology in instruction;
- Ability to facilitate group discussion, analyze situations, and draw conclusions;
- Problem-solving skills;
- Adaptability to Change;
- Ability to establish and maintain constructive relationships.

### **Working Environment**

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to find, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.



## **Travel**

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

## **How to Apply**

To apply for this position, email a cover letter and resume to [jobs@adulthoodeducationcentertexas.org](mailto:jobs@adulthoodeducationcentertexas.org).

## **Equal Opportunity & Diversity Statement**

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.

If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

Ernest Lewis III  
President & CEO  
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Pearland, TX 77581  
Ernest.Lewis@AdultEducationCenterTexas.org  
Telephone: (281) 485-1000

## **Reasonable Accommodation & Modifications Notice**

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at [reasonableaccommodations@adulthoodeducationcentertexas.org](mailto:reasonableaccommodations@adulthoodeducationcentertexas.org).