

Career Skills Instructor (Contract)

Burbank Public Library is seeking an experienced instructor for a paid, contract opportunity to deliver career development instruction through a series of small group workshops for Job Connect Plus. A one-year City-funded project, Job Connect Plus is a structured, supportive program to help adult job seekers progress toward their own chosen career goals, such as identifying new occupational paths, obtaining training or certification, practicing interview skills, or other related areas.

The first 12-week session will launch in September 2025. The instructor will provide small-group workshops for program participants.

Area of expertise sought, include, but are not limited to:

- Resume and cover letter writing
- Interviewing techniques
- Networking basics
- Career change and job success preparation
- Technology basics and soft skills for workforce success

The instructor will be expected to develop, deliver, and evaluate a series of four 90-minute workshops on a specific career development topic for the audience of 18-20 adult learners. Each workshop would include approximately 60 minutes of interactive instruction, followed by 30 minutes of questions and discussion.

Anticipated compensation is \$2,000 upon successful delivery of the work described above; however, this amount may be negotiable based on the candidate's expertise and relevant experience.

An ideal candidate will have:

- Strong interpersonal skills
- Experience providing instruction to a group of adult participants seeking career development skills, guidance, or similar topics
- Experience providing one-on-one instruction and motivation to participants
- Excellent communication and digital literacy skills
- A compassionate and understanding approach to working with diverse populations
- Ability to work with a team, including the project administrator, Job Connect staff, and Burbank Public Library staff

Qualifications

Minimum 1 year of instruction experience. The candidate must be available to work within Burbank.

This project is currently a one-year, City-funded extension of a successful pilot program that ran from 2023 to 2025, supported by a previous Congressional appropriations grant for enhanced workforce services.

Contract Term

The term of this contract is one four-class cycle within a 12-week session. Two additional sessions are anticipated to be offered in 2026.

To express interest in this opportunity, send a packet with the following information via email to ango@burbankca.gov or a physical copy to: **Burbank Central Library, Attn: Anne Ngo, 110 N. Glenoaks Blvd., Burbank, CA 91502.**

- Your name, address, phone, and email address
- Which area(s) of expertise you wish to be considered for
- A resume or summary of your relevant experience in expertise area(s)
- A statement of no more than 500 words explaining your qualifications and interest
- An outline demonstrating how you would structure a four-workshop series in a relevant topic
- Contact information for 2-3 references

Position will be open until filled. Apply by Friday, July 11, for earliest consideration.

Applicant may be asked to participate in an interview. Selected applicant will be required to enter into a contract with the City of Burbank and complete a Livescan background check.

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