

Position Description: NCCER Core Instructional Assistant [for external posting]

Reports to: [Lead Instructor](#)

Status: FTE/Exempt

Location: Philadelphia

Position Overview

African Cultural Alliance of North America (ACANA) is seeking an NCCER Core Instructional Assistant (“Instructional Assistant”) to support the Lead Instructor in delivering curriculum and supplementary technical labs to enrolled individuals (“Trainees”). The Instructional Assistant reports to the Lead Instructor.

The anticipated salary for this role is \$42,000-\$49,000, commensurate with experience.

The anticipated start date is October 2026.

Application Requirements

Please attach the following to your application before submitting:

1. Professional resume
2. Separate document with 2 professional references

Questions and submissions can be sent to jobs@philaafriatown.com.

Responsibilities

In this role, the Instructional Assistant will support the Lead Instructor in delivering an engaging and effective NCCER-accredited curriculum. You will:

- Provide day-to-day instructional support for the Core program, including coordination with the Lead Instructor and preparation of instructional materials and hands-on activities.
- Communicate with the site staff regarding trainee progress, instructional needs, and compliance concerns.

- Prepare tools, PPE, and raw materials for practical exercises.
- Maintain tool inventory, equipment damage records, and storage area organization.
- Enforce OSHA safety standards and operations in the classroom and lab exercises.
- Support program compliance measures (e.g., student attendance tracking, evaluation grading, logging lab hours, etc.).
- Support diverse learners throughout their training, including in classroom lectures, hands-on activities, and demonstrations.
- Foster a positive learning environment that promotes respect and collaboration.
- Coach trainees toward professional goals and soft skill development.
- Assist with ACANA's generalized organizational efforts as needed (e.g., outreach efforts, community partnerships, stakeholder engagement, etc).
- Support student data collection and entry into the Learning Management System (LMS).
- Demonstrate proficiency in Google Workspace, MS Office, Internet navigation, and electronic communication.
- Demonstrate proficient basic and industry-specific math skills.
- Attend professional development as required by ACANA.
- Receive and implement feedback from ACANA staff.

Minimum Qualifications

- High School Diploma or equivalent
- Authorized documentation to work in the United States
- Ability to pass criminal background checks as required
- Familiarity with hand tools, power tools, and rigging

Preferred Qualifications

- At least 1 year of construction training experience
- OSHA certification

As an equal opportunity employer, ACANA is committed to providing employment opportunities to all qualified individuals and does not discriminate based on race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.