



ETIQUETTE + PROTOCOL INSTRUCTOR (P/T)

ABOUT LATINO YOUTH IN COMMUNICATION ARTS (LYCA):

Founded by actress, producer and philanthropist Celinés Toribio in 2005, Latino Youth in Communication Arts (LYCA) is a 501 (C)3 organization dedicated to empowering and supporting our youth for a lifetime of success in media arts and communication, and contributing to the overall emotional, social and physical wellbeing of our young people by serving as a valuable resource and support network.

SUMMARY:

LYCA seeks a polished Etiquette + Protocol instructor to prompt self-confidence among students and empower them through social and professional graces. Students will range in age from elementary through high school.

RESPONSIBILITIES:

- Teach students Etiquette in your Daily Life, including importance of first impressions, proper dress attire for different occasions, greetings/introductions, addressing adults and superiors (teachers, employers, etc.), and more.
- Teach students Etiquette in Dining, including formal table setting, usage of full cutlery and glassware, restaurant do's and don't's, attending events, and more.
- Teach students Etiquette for Today's Working Woman, including interview etiquette, attire do's and don't's, email etiquette, resume structure, and more.
- Provide students with the SEL (Social Emotional Learning) tools necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
- Serve as LYCA Empowerment ambassador; teaching students ways to increase self-confidence and self-assuredness
- Collaborate and communicate closely LYCA staff to ensure proper communication with partners/schools

QUALIFICATIONS:

- Experience teaching Etiquette, Refinement and Career-Readiness in grades K-12
- Bachelor's Degree in Education preferred
- Fully bilingual in English and Spanish
- Experience working with students of varied skills and social emotional levels
- Finds joy in sharing a passion for working and improving the lives of youth
- Willing to be a flexible team player and shift responsibilities as best serves students
- Demonstrates kindness, empathy and patience
- Interest in being an active member LYCA, such as advising, recruitment, and/or as an ambassador

HOW TO APPLY:

LYCA offers a competitive hourly rate. To apply, submit your resume to jobs@lycany.org.