

Digital Literacy Coordinator (part-time)

Job Summary:

The Digital Literacy Coordinator is responsible for coordinating Oakland Literacy Councils' digital literacy program. This new initiative will focus attention on increasing digital skills of Oakland County adults, particularly in the City of Pontiac. The digital literacy coordinator will be responsible for recruiting new students, screening new and existing students for digital literacy skills, providing and/or coordinating instruction, administering and proctoring the North Star Digital Literacy Assessment program, and managing device and broadband Internet support for students who have been provided these tools to be able to successfully participate in Oakland Literacy Council programs.

Responsibilities:

- Schedule, manage, and administer digital literacy assessments on-site and at other partnership sites, including *Michigan Works!*.
- Identify the digital literacy needs of all prospective students and create and manage a system to provide the technology and instruction to eliminate barriers and enable students to participate in Oakland Literacy Council programs remotely. Coordinate technical support as needed.
- Create, manage, and support small group learning opportunities for students using the North Star Digital Literacy Curriculum. Provide instructional support to volunteer leaders and invite and encourage students to enroll in these programs.
- Create and build positive and supportive relationships with new and existing students and collaborate with community partners.
- Provide accurate recordkeeping and data to other staff members to meet reporting requirements from funders and other stakeholders.
- Communicate effectively with other staff members and participate in staff team meetings.

Qualifications:

- Strong digital literacy skills and computer knowledge required.
- Experience working with community-based groups, especially in Pontiac, strongly desired.
- The ideal candidate will be friendly, helpful, flexible, and passionate about serving adult learners and improving literacy levels in the community. The ideal candidate will also demonstrate a high attention to detail and innovative problem-solving skills. Other attributes include:
 - strong verbal and interpersonal communication skills;
 - the ability to work effectively with diverse groups of people; and
 - the ability to organize and juggle multiple tasks, use time effectively, and work independently.
- Experience in education, training and development, literacy programs, volunteer management, workforce development, and/or community-based nonprofits desired.
- Experience using Microsoft Office suite of products, Zoom, and the ability to work from home via the Internet, as needed.

Hours: 20-25 hours per week. Year-round.

Compensation: \$20 per hour, no benefits. Position grant funded.

To apply for the position, please submit a resume and cover letter by Monday, July 17, 2020, to Lisa Machesky, Executive Director, at lisa.m@oaklandliteracy.com



The Oakland Literacy Council provides basic literacy and English language instruction to adults in order to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.