JOB DESCRIPTION

Job Title:	**Computer Literacy Instructor**
Department:	**Economic Advancement**
Reports to (Job Title):	**Economic Advancement Coordinator**
Location:	**Sonoma, CA**
Date Approved:	**May 2022**

Full-Time ☒**Part-Time**	**Regular** ☒**Temporary**	**Exempt** ☒**Non-Exempt**

SUMMARY DESCRIPTION

The Instructor will be responsible for providing instruction and support to participants seeking to understand basic computer skills. The goal will be to help students understand the basic principles of computer technology, course content, and the unlimited features of the digital world with an introduction on instant messaging and video calls for work and in everyday life. This position will coordinate and conduct a flexible program of instruction for Spanish speaking adults in basic computer use to develop everyday skills they can use at their work, school or at home to support their children.

The course format will vary from a traditional classroom setting, pop up workshops and one on one sessions to support individuals with their specific needs.The schedule for classes will be primarily in the evening hours to increase accessibility providing recurring workshops and scheduling walk-in events. The Instructor will work with the La Luz staff to coordinate and support the participants' needs with technology across all programs that include ESL, early childhood education classes. This role is to be on contract base for 15 to 25 hours a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Structure basic computer literacy curriculum and lesson plans for the program.
- Develop curriculum and class materials to use in Spanish instruction.
- Deliver computer class instruction in a constructive learning environment.
- Lead technology workshops video series when needed.
- Lead technology pop up workshops when needed.
- Maintain and report attendance.
- Classes will be in short intervals and will include but are not limited to: introduction to computers, getting started with email, learning to use the internet, introduction to

social networking, and introduction to video calls.

● Provide a in person and virtual lab/open hours to assist students and clients with troubleshooting issues or scheduled appointments based on client need.

SKILL SETS

KNOWLEDGE OF:
- PC and Mac computers
- Internet (research, basic security, Google Apps)
- Microsoft based software programs.
- Windows 7/8/10 platforms and MacOS
- Operative System and apps installations for windows and Mac
- Basic troubleshooting

ABILITY TO:
- Communicate effectively in Spanish and English (Oral & Written). ● Create a welcoming, positive, professional environment for adult learning. ● Provide weekly computer instruction according to the program. ● Ability to work with adults with various educational backgrounds.

EDUCATION EXPERIENCE & COMPENSATION

● Any combination of education, training and experience equivalent to high school graduation and two years of teaching experience in computer or related fields. Compensation based on experience.

HOW TO APPLY

- Please send a resume with two professional references and a cover letter detailing your interest and fit for the position to **jobs@laluzcenter.org**.
- Make sure to mention the position you are applying for in the subject line of your email.
- Position open until filled. Applications will be reviewed on a rolling basis. No phone calls please.