



**2010-2011 CTEP AMERICORPS  
POSITION DESCRIPTION  
Employment Action Center  
Minneapolis**



**Community Technology Center (CTC) Instructor**

**Position:** AmeriCorps Member

**Program:** Community Technology Empowerment Project

**Partner Agency:** [Employment Action Center](#)

**Location(s):** [2143 Lowry Avenue North](#), Minneapolis, MN 55411

**Name of Site Supervisor:** Katherine Wagoner, Employment Services Director

**CTEP Program Description:**

The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the "digital divide" for new Immigrants and low-income communities in Minneapolis and St. Paul. Join AmeriCorps CTEP and help make the information age accessible to all. CTEP is a project of Saint Paul Neighborhood Network (SPNN).

**Site History and Mission**

EAC empowers and prepares individuals to achieve their employment potential, while building diversity and actively opposing racism. EAC has been providing intensive services to low-income residents, new Americans and individuals with disabilities for over thirty years in north Minneapolis. We recently moved to a larger facility to better accommodate the needs of our users. EAC's CTC provides these populations access to electronic job search and basic computer knowledge. EAC has seen a steady increase in computerized hiring practices and technology in the workplace. Staff members work closely with employers to define critical job skill sets to prepare this population for hire.

[www.eac-mn.org](http://www.eac-mn.org)

**Preferred Site Schedule for Member**

CTC hours are Monday – Thursday, 8:00 am to 4:30 pm. This schedule is flexible.

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes at the service site, and citizenship skills. These Corps days take place twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 9 AM to 4 PM, and these trainings are mandatory. Members also attend statewide AmeriCorps events, such as the Martin Luther King Day celebration, and/or serve on the statewide InterCorps Council.

**Essential Functions:**

The CTC Instructor will:

- assist low-income residents and individuals with disabilities with technology access and teach them how to conduct a successful job search.
- work closely with Employment Service staff and community volunteers to identify and prepare students for on-site employer interviews, hiring fairs and job placement.
- assist staff in target marketing campaigns.
- assist students on on-line applications and electronic job search techniques. develop basic computer skills curriculum and facilitate computer literacy classes.
- oversee the scheduling, training and recruitment of the volunteers used to conduct mock interviews.

**Minimal Functions:**

- Research community resources.

**Required Qualifications:**

- At least 17 years old
- U.S. citizenship, naturalization, or permanent residency
- Ability to travel within the Twin Cities
- High school diploma or GED (or progress toward while serving for special circumstances)
- Basic personal computer skills (word processing, internet, email, etc.)
- Experience working with low-income and/or recent immigrant populations, especially in education or mentoring
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- Capacity to spend long periods of time at a computer
- Ability to move up to 25 pounds

**Preferred Qualifications:**

(One or more of the following are desired but not required):

- Post-Secondary Education
- Bilingual in Hmong, Somali, Spanish or other
- Experience in volunteer management
- Advanced technology skills, especially in web design, video production, or computer applications
- Experience in staff training, especially technology
- Must be patient with the varied levels of English language learners and computer literacy

**Site Environment:**

The CTC is located next to the Job Search Center and is open all day. There are currently eight computers and a printer in this lab. The Job Search Center is available in the afternoon to accommodate larger groups. This center has 12 computer systems and a printer. The member will have a private office. This position will require sitting at a computer or desk and assisting computer users.

**Service Term:**

*Full-time:* 1700 hours. Start Sept 7, 2010; complete by Aug 31, 2011.

**Members Receive:**

*Full-time:* A living allowance (approximately \$450 bi-weekly), an educational award of \$5,350.00 (upon successful completion), health and dental insurance plan including reimbursement of deductible charge, child care (d.o.q) and ongoing training.

**How to Apply:**

Apply online at <https://recruit.cns.gov/> (be sure to enter 06ACHMN0010008-0 as the "Program Listing ID," or search for the Community Technology Empowerment Project). Contact: Joel Krogstad, [joel@technologypower.org](mailto:joel@technologypower.org), 651.556.1384

We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations will be made upon request. Alternative formats of this document are also available.