



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Employment Action Center Saint Paul Location Community Technology Center (CTC) Instructor

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Employment Action Center](#)

Location(s): [1450 Energy Park Drive](#), St Paul, MN 55108

Name of Site Supervisor and Title: Cecilia Pierson, Employment Services Supervisor

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 New Americans since 2000 in response to the growing needs of immigrants and refugees in the communities we serve. We just recently moved to a larger facility to better accommodate the needs of our users. EAC's CTC provides new immigrants, refugees and lower level English learners access to interactive ESL and FWL software to develop and expand formal English vocabulary, electronic job search, and basic computer knowledge. EAC has seen a steady increase in computerized hiring practices and technology in the workplace. Staff work closely with employers to define critical job skill sets to prepare this population for hire.

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 1st and 3rd 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 New Americans and lower level English learners access technology, expand English vocabulary, learn common workplace phraseology, and conduct a successful job search. They will work closely with EAC and Refugee Employment Service staff and community volunteers to identify and prepare students for on-site employer interviews, hiring fairs and job placement. They will also assist jobseekers to prepare for and conduct a successful job search.

The AmeriCorps Member will be responsible for assisting staff in target marketing campaigns. They will work with students on on-line applications, personal profiles, develop curriculum

geared toward the American work culture and facilitate basic computer literacy classes. They will also be responsible for overseeing 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 the Job Search Center just off of the reception area and open all day. There are currently eight computers and a printer in this lab. The member's desk and file cabinet are also located in this area

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, 651.556.1384

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