



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Emerge Community Development City Skills Computer Literacy Trainer

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Emerge Community Development](#)

Location(s): [1101 West Broadway Ave N.](#); Mpls., MN 55411

Name of Site Supervisor and Title: Lynn Daniels, Special Projects 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

City Skills Training Program is one of 18 distinct programs of Emmerge Community Development, an agency that annually serves 4,600 mostly low-income inner-city Minneapolis residents with a mission of enhancing the social and economic status of disenfranchised people. Emmerge's City Skills Training Program provides a wide variety of trainings (including computer literacy) that position a diverse clientele for both entry level and living wage jobs. An AmeriCorps member will work closely with the City Skills Manager to conduct community outreach, develop and implement a variety of computer literacy trainings utilizing a recently developed mobile computer lab. This position will be located at Emmerge's corporate headquarters in North Minneapolis. For more information about Emmerge, please visit our website: www.emerge-mn.org

Preferred Site Schedule for Member

9-5 daily w/hourly lunch and two 15 minute breaks as needed.

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:

- Conduct community outreach to determine what types of computer literacy trainings are needed
- Assist in the recruitment of participants
- Work with the City Skills Manager to develop the appropriate systems and protocols for utilizing and maintaining the agency's new computer lab
- Work with the City Skills Manager to develop training curriculum
- Assist in the facilitation of Internet Research and Information curriculum
- Implement a variety of introductory computer literacy trainings to a wide variety of audiences including youth and adults
- Team with existing youth, employment, and training staff to customize trainings for existing clients
- Assist City Skills Manager in file maintenance
- Perform follow-up calls and customer service to enrolled participants

- Collect data on all services rendered and regularly evaluate the effectiveness of trainings offered
- Track and record attendance of participants enrolled in trainings
- Recruit volunteers to expand the availability of computer literacy trainings

Minimal Functions:

- Attend regularly scheduled staff meetings
- Participate in the development of a new Emerge Learning and Technology Center (Emerge University) to be opened to the public in 2011.
- Work one-on-one with clients to assist in job searches
- Make follow-up phone calls to participants and partner organizations
- Enter enrollment data in database
- Contribute to positive working environment
- Assist in the promotional marketing of short-term computer trainings

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, specifically in education or mentoring
- 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

Site Environment:

This Member will be at Emerge's headquarters in North Minneapolis working with laptops, desktops, thin clients and Office 2007.

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

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.