



## 2010-2011 CTEP AMERICORPS POSITION DESCRIPTION

### Project for Pride in Living (PPL) Computer Access Lab Coordinator



**Position:** AmeriCorps Member

**Program:** Community Technology Empowerment Project

**Partner Agency:** [Project for Pride in Living](#)

**Location(s):** PPL Learning Center [1925 Chicago Ave S](#), Minneapolis MN, 55404

**Site Supervisor:** Sarah Koschinska, Community Technology Manger

#### **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**

Work as part of a team at the PPL Learning Center managing the Computer Access Lab, helping individuals to find jobs, developing curriculum, teaching computer classes, and assisting with digital inclusion initiatives.

PPL has been serving the community for 38 years. PPL's mission is to work with lower-income individuals and families to achieve greater self-sufficiency through housing, employment training, support services and education. The agency is guided in this work by the philosophy of "Helping people help themselves." [www.ppl-inc.org](http://www.ppl-inc.org)

#### **Preferred Site Schedule for Member**

Work Monday through Friday from 9:00am – 4:30pm. Occasional evening and hours required for special projects.

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:**

*All PPL members will:*

- Provide one-on-one assistance to Access Lab participants to job search, fill out on-line job applications, set up e-mail accounts and develop resumes and cover letters
- Teach 2-hour computer workshops to adults on topics such as basic computer use, on-line job search, e-mail, Word, Excel, resume and cover letters
- Train and supervise volunteers
- Manage the daily operations of the Access Lab and assist with program tracking and evaluation
- Create and update computer curriculum and community resource materials

*The following responsibilities will be divided between the CTEP AmeriCorps members at PPL based on skills and interest:*

- Perform level one tech support for 34 lab computers and AV/media equipment
- Teach computer lessons imbedded in 2-5 week job training classes
- Assist with delivery of Electronic Health Records training

- Teach career and education workshops on topics such as online career assessment tools, college exploration and social networking
- Work with Lao Assistance Center in north Minneapolis to develop and run a computer lab
- Manage content for Learning Center web pages
- Facilitate on-line TABE assessment test
- Train staff on software and equipment
- Implement outreach efforts to market Learning Center programs to community members

**Minimal Functions:**

- Coordinate and assist with refurbished computer give-away workshops
- Assist with other of community technology projects

**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
- Strong verbal and written communication skills
- Ability to work as part of a team as well as independently
- Proactive in seeking out resources and connections for programming
- 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:**

Members work as part of a team, as well as individually and partner with staff in multiple PPL programs. Members office at the PPL Learning Center located in the Phillips neighborhood serving a diverse population of adults in a busy environment. Members will have minimal travel to other PPL sites or community organizations. Members will use PC computer, printer, fax, AV, camera and video camera equipment in their job. One member will be responsible for tech support of 34 PC lab.

**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.