



**2010-2011 CTEP AMERICORPS  
POSITION DESCRIPTION  
Saint Paul Neighborhood Network  
Youth Programs Assistant Coordinator  
Set it Up Program**



**Position:** AmeriCorps Member

**Program:** Community Technology Empowerment Project

**Partner Agency:** [Saint Paul Neighborhood Network](#)

**Location(s):** [375 Jackson Street Suite 250](#), Saint Paul, MN 55101

**Name of Site Supervisor and Title:** Nicola Pine, Youth Programs 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**

Since 1985 SPNN has been the Cable Access Provider for the City of Saint Paul. Our mission is to increase civic engagement in Saint Paul by providing an avenue for free speech on the Cable Access Television Network. We provide training, check out equipment, and have 5 Cable Access Channels available to the public.

Our Youth Programs Department provides media programs for youth most affected by the digital divide – new immigrants, low income youth, youth of color, and youth from other marginalized communities. We seek to increase dialogue, exploration of issues, and community involvement through the production of creative and insightful media.

**Preferred Site Schedule for Member**

General work hours are 9:30AM-5:30PM Monday-Thursday. These hours are flexible depending on scheduling of youth programs.

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes in the workplace, 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:**

1. Work with Youth Programs Coordinator to recruit, instruct, and mentor youth in Set it Up – SPNN's afterschool youth media program for a diverse group of high school aged youth from throughout Saint Paul.
2. Support youth and alumni active at SPNN with opportunities to give feedback on programs, assist with outreach and distribution, and develop leadership as media-makers.
3. Help build capacity within SPNN Youth Programs through curriculum development, in-kind support, website maintenance, increasing accessibility, integrating web 2.0 tools, and continuing community outreach (member may choose from these areas of focus).

**Minimal Functions:**

1. Assist with SPNN Open Lab (SOL), a place for youth to work on independent media projects.
2. Assist with regular equipment maintenance and monitoring.

**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
- Previous experience with video production and editing
- Previous experience working with youth
- 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:**

SPNN is located in downtown Saint Paul. Our facility includes two studios, a media lab where our youth programs take place, an Access Center, and separate office space. The environment at SPNN is positive, supportive, and stimulating. We work to create a sustainable environment for staff and the youth we work with.

**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.