

Digital Literacy Intern for Broadband Technology Opportunities Program

Organizational Background: The Minnesota Literacy Council recruits and supports volunteer tutors and teachers in adult literacy programs. These programs offer free classes for new immigrants and refugees, as well as life-long Minnesotans, who are learning basic English, math or computer skills, or studying for the GED. The Broadband Technology Opportunities Program (BTOP) is a federally funded grant program designed to help individuals gain or improve their digital literacy skills and an understanding of broadband internet access.

Purpose of Position: The Digital Literacy Intern for the Broadband Technologies Opportunity Program (BTOP) will collaborate with the site coordinator and staff to expand and support digital literacy efforts through the St. Paul Workforce Center. This is an unpaid internship position.

Qualifications:

- Excellent interpersonal, written and verbal communication skills; fluency in English
- Flexible, patient, and dedicated to adult learners
- Dependable, prompt and able to maintain confidentiality
- Basic computer, Internet, and office software skills
- Reliable transportation

Training: Orientation and training with site coordinator, BTOP online tutor training.

Location: St. Paul Workforce Center, 540 Fairview Ave. N, St. Paul, MN, 55104

Time Commitment: Approximately 5-8 hours per week at the St. Paul Workforce Center during the 2012- 2013 academic year. Schedule will be determined upon start.

Responsibilities:

- Negotiate schedule with staff; arrive promptly when scheduled
- Work cooperatively with Site Coordinator to recruit new volunteer Community Technology Tutors for BTOP
- Become familiar with Learner Web software and the content of the learning plans through the training provided
- Greet and register new learners using the BTOP intake process and orient them to the Learner Web software
- Offer one-to-one help to learners and answer questions as needed in the computer lab
- Assist in advertising and proctoring the Northstar Digital Literacy Assessment
- Complete other projects assigned during meetings with the Site Coordinator

Benefits:

- Teaching and tutoring skills
- Experience with persons from a variety of educational, linguistic and cultural backgrounds
- Broadened awareness of digital literacy issues and access to broadband technology
- Experience with online learning tools
- Job skills, resume enhancement, and networking opportunities within the community
- Ideal for college students seeking internship credit or professional experience

To Apply: This position is open until filled. Please email a cover letter and resume to the Site Coordinator:

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