

Brooklyn Workforce Innovations
Digital Literacy Instructor (Contract Opportunity)



Title: Digital Literacy Instructor
Status: Non-Exempt

Program: Brooklyn Workforce Collaboration - Housing Career Pathways
Employee Type: Contract

Brooklyn Workforce Innovations (BWI) – a nonprofit workforce development organization – seeks a dynamic individual to work as a contracted Digital Literacy Instructor for the Brooklyn Workforce Collaboration Housing Career Pathways Training Program. BWI is a nonprofit, Brooklyn-based workforce development organization that changes the lives of hundreds of jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. We seek to develop programs that counter prevailing market inequalities, especially those based on race and gender, and contribute to a broader movement for economic justice.

Housing Career Pathways is a free, four-week in-person training program with a two-week internship component that aims to connect unemployed and underemployed adult New Yorkers (18+) residing in NYCHA public housing or HPD's affordable housing with well-paying career opportunities in administrative affordable housing property management roles.

Responsibilities

- Coordinate and deliver in-person workshops and computer-based classes relating to digital literacy, including Microsoft Suite (basic to advanced Outlook, Word, and Excel), Google Suite, Job Search, etc.
- Provide quality instruction that fosters an academic learning climate, actively supporting teaching and learning
- Mentor, counsel, and tutor trainees as needed
- Collaborate with program staff to refine program curriculum and adapt it to current program needs
- Implement methods to assess and measure participant learning
- Maintain attendance records and other data required for reporting purposes
- Attend meetings with program staff as needed

Qualifications

- Interest and experience in education or training, especially in socioeconomically diverse and underserved communities. Group facilitation experience preferred.
- Experience leading structured computer-based classes for adult students with various degrees of computer skills and education levels preferred.
- Advanced to expert knowledge of Microsoft office products such as: Word, Excel, and Outlook and web-based applications such as: Google Docs, Email, and job search engines
- Knowledge of e-learning and assessment tools a plus (i.e. Northstar Digital Learning)
- Administrative experience and ability to stay organized and thorough; strong attention to detail
- Ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including low-income job seekers

Estimated Total Project Time

Approximately 76 hours including 60 hours of instruction, 10 hours classroom prep, and 6 weekly planning meetings (we are open to how to format class instruction and preparation time on a weekly basis).

Training Prep: September 12, 2022 *or sooner pending applicant availability

Training Start: September 28, 2022

BWI is an equal opportunity employer. We encourage all to apply,

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Location

This position will report in person to our training space at the Innovation Lab at Industry City in Brooklyn, NY. Pre-training preparation is flexible for remote/in-person.

Compensation: \$45-50 per hour, depending on experience.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. Eligible for up to two days of telecommuting per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for medical or religious reasons.

To Apply: Email resume and cover letter to Korey Grumm kgrumm@bwiny.org by 8/19/2022. No phone calls, please. Please include Digital Literacy Instructor in the subject line. **Only resumes with a cover letter and salary requirement will be considered.**