



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Computer Instructor

- Department:** Digital Inclusion
- Classification:** Full Time – 32 hours/week
- Reports to:** Program Manager, Digital Inclusion

JOB DESCRIPTION

Summary:

PEC was founded in 1972 to serve homeless families through a continuum of care that begins in emergency shelter housing. People's Emergency Center (PEC) nurtures families, strengthens neighborhoods, and drives change. We are committed to increasing equity and opportunity throughout our entire community. We provide comprehensive supportive services to homeless women and their children, revitalize our West Philadelphia neighborhood, and advocate for social justice.

In February 2003 People's Emergency Center created the Center for Digital Inclusion and Technology (DI) to help bridge the digital divide in West Philadelphia. Through DI programs, students of all ages develop the technology skills necessary for success in the 21st century. To accomplish its mission DI provides free courses in computer and internet literacy to local residents. Upon completing the course, qualified students may receive free or low-cost computers. Additionally, DI promotes viable, low-cost broadband internet access for the people it serves.

People's Emergency Center is looking for a 32 hours/week Computer Instructor for the preparation and teaching of a minimum of 6 two hour classes per week including the following digital literacy courses:

- Adult Computer and Internet Classes (CIC) take adult learners through basic computer operations and OS concepts, internet navigation, email usage, MS Office applications, and the effective use of social networking applications. (evening hours)
- Tech Stars (TS) Computer Basics is an afterschool program for students from neighborhood middle schools. It employs a tech literacy curriculum along with interactive group projects to reinforce computer basics. The 8-week TS Digital Design is offered in the spring or summer for middle school students interested in photo design and coding concepts.
- The Teen Technology Network (TTN) is a 12-week afterschool program that offers West Philadelphia teens the chance to learn advanced computer skills and media training. Participants develop positive self-esteem, career awareness and preparation, and work together as a team to solve problems and produce technology driven projects.

- Workshops: Deliver a series of one session workshops on a range of digital skills such as Digital Design, Low Cost Internet Options, Internet Safety, Online Shopping, Tablets/iPad, MS Office, Virus Removal, and Photo Editing.

The Computer Instructor reports to the Program Manager and is in charge of delivering computer basics and media literacy training to students of all ages in West Philadelphia.

Essential Duties and Responsibilities:

Computer Instructor is in charge of teaching: 1) Computer Fundamentals; 2) Internet Basics; 3) Social Networking; 4) MSOffice; 5) Internet/Broadband Adoption and/or 6) Media Literacy. Responsibilities include some recruitment of students, working with Program Manager on scheduling classes, and overseeing day to-day computer lab operation. CI will work closely with DI team to gather necessary data to be submitted to Program Manager and/or funder. Other responsibilities include:

1. Collect attendance and instructional hours and other coursework data
2. Fill out monthly surveys and assessments
3. Ensure that class pre/post assessments are completed and that course feedback is collected
4. Submit any data and invoices to Program Manager on a monthly basis
5. Work closely with site Director and/or Program Manager and send reports to Manager
6. Maintain regular hours as agreed upon by instructor and management, will include evening hours. May include weekend hours.
7. Engage participants and volunteers
8. Attend weekly team meeting
9. Returning calls from interested students and/or parents
10. Prepare materials for class graduation
11. Assist with Open Access hours when needed
12. Recruit students for the classes
13. Work with Program Coordinator on creating new curriculum as needed
14. Adapt and make changes to existing curriculum as needed to make ensure relevant contextualized learning experience

Competency Categories:

- Able to work with a diverse group of population at various reading levels
- Strong computer skills (e.g. MSOffice, Photoshop, and video editing software)
- Experience in teaching and development of curriculum
- Strong written and oral communications skills
- Strong interpersonal skills, including the ability to interact and communicate with a div group of people, including community members and technical staff
- Proven record of working successfully in teams
- Solid organizational abilities
- A self-starter

- Creative problem solver and program developer
- Experience in working in economically and ethnically diverse urban communities
- Passionate about developing new, multidisciplinary models for helping people improve quality of life and build assets
- Comfortable with social media
- Valid driver license with a clean record
- Experience evaluating and repairing/refurbishing computers and other electronic devices is a big plus

Required Education and Experience:

B.S. degree in computer or education related field or Associates degree with 3+ years of working in computer technology or education especially with ICDL related curriculum.

Preferred Education and Experience:

Teaching experience with school aged youth
 Teaching experience with adult learners
 Experience teaching job search and job application skills
 Experience with digital media production or design

Additional Eligibility Qualifications:

Knowledge of the digital divide and a desire to spread computer skills to underserved populations in the Philadelphia region.

Work Environment:

Families First building's Keyspot Computer Lab, West Philadelphia
 May include off site classes as determined by Program Manager

Physical Demands:

While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard
 Specific vision abilities required by this job include close vision requirements due to computer work
 Light to moderate lifting is required
 Regular, predictable attendance is required

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Clearances:

Candidate will need to obtain State and Federal Criminal background and Child Abuse clearances

For immediate consideration for this position, please e-mail your cover letter and resume to Nathan Kuruna nkuruna@pec-cares.org

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.