

AmeriCorps Member Ad

Position Title: Digital Literacy Instructor

Program: Maine Digital Inclusion Initiative

Program Locations: Choose from 6 rural regions of Maine: Somerset County, Oxford & Franklin Counties, Piscataquis & Penobscot Counties, Southern Aroostook County, Northern Aroostook County, Washington & Hancock Counties.

Summary

Are you always being asked to help friends and family with computers and devices? Do you get a thrill out of showing a first-time user how to use a device, app or computer program? If you have a passion for helping others, you do not have to be a technology whiz kid to become one of our Digital Literacy Instructors. If you have basic computer and internet skills, we can teach you everything else you need to know to make a difference in bridging the digital divide for rural Maine communities. It doesn't matter what your age is or whether you have ever even considered serving in AmeriCorps, we invite you to be a part of building the critical digital infrastructure needed in rural Maine.

AETC's National Digital Equity Center's new program, the **Maine Digital Inclusion Initiative (MDII)** will expand digital literacy services to traditionally under-served populations and provide job training/employment-related education throughout the state of Maine. We are recruiting 16 AmeriCorps Members who will provide basic computer skills (i.e., digital literacy) instruction throughout the state with two volunteers allocated to each of the six rural regions served.

AmeriCorps Members will learn how to teach digital literacy skills to two important target populations in Maine rural communities:

1. Under-employed individuals who need to improve their digital literacy skills to obtain skilled non-service sector employment.
2. 55+ residents, an ever-increasing population as Maine is the oldest state in the country, in terms of the age of average residents.

Our Digital Literacy Instructors will teach hands-on computer classes in a network of libraries and other locations in their region of the state. They will also:

- develop valuable teaching skills
- be provided advanced training in marketable computer skills such as QuickBooks, WordPress, and Photoshop.
- Be a part of an online community of MDII Digital Literacy Instructors and staff of the NDEC program at Axiom Education & Training Center where we will share best practices and celebrate successes.
- Make connections with a network of professionals in Maine and nationally who are committed to digital inclusion, digital equity, and digital literacy.

Though the majority of MDII members' time will be spent teaching, 20% will be spent on professional development.

Qualifications:

To perform this job successfully, an individual should have a working knowledge of MS Windows, especially Windows 7 & 10, Microsoft Office applications to include Word, Excel, Outlook, and PowerPoint, understand how to set up and use Gmail, and be comfortable browsing the internet.

This position requires travel in rural locations with no public transportation and few if any taxi services. Members have their own transportation with auto liability insurance.

This position also requires a criminal background check.

Work Schedule:

Full-time (1700 hrs./year)

Program Start/End Dates: 10/1/18-9/30/19

Education Requirement:

High school diploma. Some college or vocational school recommended but not required.

Age Requirement: 18+

Benefits:

- A living allowance of approximately \$1,200 a month.
- Health insurance stipend, if needed.
- A personal and professional network through our intensive professional development program
- Segal AmeriCorps Education Awards – After a full term of service, AmeriCorps members receive an award of \$5,920 that they can use for college or to pay off student loans.
- Assistance in applying for student loan forbearance for term of service. After completion of full term of service, accrued interest on student loans in forbearance is paid as well.

For more information on these Digital Literacy Instructor positions through the Americorps Program, please contact Marita Fairfield at (207) 200-3306 or mccs@digitalequitycenter.org.