

Digital Inclusion Program Associate

Job Description



Department:	Digital Inclusion	FLSA Status:	Non-Exempt
Reports To:	Digital Inclusion Program Associate	Physical Strength:	Light
Salary:	\$18.22 /hour	Class:	Union

Summary

This position is responsible for supporting the Organization's suite of digital inclusion programs. This role teaches and coordinates free community classes, assists with community outreach, processes applications, and supports program evaluation by performing the following duties.

Essential Duties

1. Teaches, promotes, and coordinates classes (on- and off-site).
2. Processes applications for Free Geek's computer access programs.
3. Represents Free Geek with partners and community-based organizations.

Job Duties

- Assists with Free Geek community partnerships.
- Communicates Organization policies and provides a safe and welcoming environment for individuals of all abilities/experience.
- Maintains accurate records and protects all private information.
- Contributes to general project planning, monitoring, reporting, and team collaboration.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

Minimum of one year relevant experience. Experience developing curriculum and directing, instructing and positively influencing others, and working with youth and adult learners. Proficient with word processing and presentation software, and cloud services for email and document management. Lived experience of the digital divide (digital divide: the gap between those who have ready access to computers and the internet, and those who do not). Demonstrated experience and commitment to serving the community and working with diverse populations. Knowledge and experience of free and open source software including the GNU/Linux operating system.

Certificates, Licenses and/or Registrations

Valid driver's license, acceptable driving record, and automobile liability coverage or access to an insured vehicle, required.

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Language Skills

Fluency in spoken and written English. Spoken and written fluency in another language other than English, as many of our community members speak Russian, Rohingya, Vietnamese, or Spanish.

Computer Skills

Has basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations and download forms.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within the office building, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. This position requires frequent computer use. Specific vision abilities required by this job include close vision, distance vision and depth perception. The noise level in the work environment is usually quiet to moderate.

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____