

Literacy Alliance of Northeast Florida Job Description

Job Title

Part-time Literacy Specialist/Digital Literacy Navigator

Reports To

The Part-time Literacy Specialist reports to the Literacy Program Manager and to the Executive Director.

Job Overview

The Part-time Literacy Specialist/Digital Literacy Navigator is part of our effort to create digital equity for Northeast Florida citizens. This position is responsible for delivering exceptional adult basic education (reading, language, and math) instruction to participants in our adult literacy and digital literacy program with a focus on using digital technology and participating in formal digital literacy education. The position coaches adult learners using digital learning tools, manages our computer lab and online learning platforms, develops or adapts digital literacy curriculum and materials, and may oversee volunteers.

The part-time Literacy Specialist/Digital Literacy Navigator

Responsibilities and Duties

- *Instruction:* Teaches specialized small group class sessions on digital literacy including use of hardware, software, and online learning platform or classes. Provides individual coaching in areas where students struggle. Manages a multi-level online learning environment combined with in-person coaching and coordination of a computer lab for use by students. Also manages online learning platforms used by students for overall literacy and numeracy and supports Adult Basic Education students' use of the technologies involved. Digital literacy topics include hardware and software use of common digital tools such as internet browsers, email programs, social media and productivity software. Instruction will also have a focus on comprehending, evaluating, and acting on information found online such as news sources, public health information, civic participation information from government sources.
- *Digital Equity Building:* Advise adult learners on free or affordable options for home internet service and assist the student with securing such services. Coach students on how to use their home internet.
- *Curriculum:* Develops and adapts curriculum and course objectives into lesson plans aligned with students' goals. Candidates with experience writing curriculum for contextual learning and/or corrections education preferred.
- *Record Keeping:* Monitors, records, and evaluates the progress of program participants. Maintains student attendance and achievement records. Records any communication with students in LACES. Input class data into LACES on a monthly basis. Maintains physical filing system. Training will be provided on LACES.
- *Communications:* Communicates with program participants and partners on a regular basis to increase retention and completion rates.
- *Professional Development:* Enrolls in at least one professional development training annually.
- *Accountability:* Adheres to personnel policy procedures, including attendance policies. Is present and prepared during normal work hours. Informs staff members, volunteers, and/or partners of any changes in personal schedule in advance. Updates weekly schedule on LTR Google calendar.
- Performs other related duties as needed.

Qualifications

- Strong knowledge of, experience with, and skills in using and training on use of computer hardware and software.
- Ability to embrace the challenge of learning and teaching basic technological concepts related to internet services, computer and device characteristics, and common online services and applications.
- Excellent oral and written communication skills; detail-oriented, good interpersonal skills, and able to manage multiple tasks/deadlines at once.
- Ability to conduct training sessions and presentations to small groups.
- Ability to work independently and proactively with minimal supervision.
- Competency in the Microsoft Office Suite and Google.
- Must have reliable transportation.
- Must be able to pass the required background check.

Education and Experience

Minimum of a high-school diploma or equivalent and experience in use of and training on computer hardware and software.

Please submit a resume and cover letter for consideration to: marcus@literacyallnefl.org.