



## **AmeriCorps Community Technology Empowerment Project (CTEP) May 2022**

**Partner Agency:** Interfaith Outreach & Community Partners - this position will serve as an AmeriCorps member and not an Interfaith Outreach employee

**Site Location(s):** 1605 County Road 101 N, Plymouth, MN 55447

**Name of Site Supervisor:** Colin Owens, Employment Counselor

### **\*\*\*Important Note\*\*\***

*In addition to the typical [AmeriCorps CTEP member benefits](#), Interfaith Outreach & Community Partners will offer a \$200/month housing stipend and \$50/month transportation stipend for CTEP members.*

### **CTEP Program Description**

The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the “digital divide” for new Immigrants and low-income communities in Minneapolis and St. Paul. CTEP AmeriCorps members teach technology literacy skills to adults or youth as they relate to obtaining employment and improving civic and social opportunities. Members serve in community technology centers located within nonprofit organizations, public housing facilities, and libraries. They teach specific software skills, such as how to use the internet, word processing, email, and teach workforce readiness classes geared towards English language learners using interactive software.

### **Site Background and Environment**

The AmeriCorps CTEP will work on site at Interfaith Outreach in Plymouth, MN, about 20 minutes from downtown Minneapolis. Interfaith Outreach is a human service nonprofit that strengthens our community by meeting basic needs and equipping families for ongoing stability. Our mission is to build a vibrant community where everyone counts and all sectors and systems work together for the good of all. We embrace diversity and are committed to promoting an inclusive environment across all types of difference. Inclusionary relationships are core to our role as an employer, service provider, partner and community leader. Learn more here: <https://iocp.org/about-community-outreach/our-vision/>

The CTEP member will occupy a cubical office with laptop, access to the Internet, phone and storage. A copier, fax, scanner, etc. is available in our workroom. In addition to a cubicle workspace, there is an additional workspace located in the computer lab with desk, computer, and phone. The lab is equipped with computers for client use & tutoring, in addition to a Smart Board for instructional purposes.

### **Preferred Site Schedule for Members**

Hours are somewhat flexible but most of the work will occur within these hours:

- Mondays: 9:00-6:00
- Tuesdays: 9:00-5:00

- Wednesdays: 9:00-5:00
- Thursdays: 9:00-5:00
- Fridays: 9:00-1:00

A portion of the work can be completed at home. The preference is to have one day out of the week for members and staff to stay later, until 6:00 p.m., for service delivery.

### **Site Specific Responsibilities**

The CTEP member will be part of our Employment Services team. Employment Services provides programs and services to support clients to get and keep living wage jobs. We have a significant number of clients in need of Digital Literacy assistance, ranging from those who have never used a computer to those who want to learn more intermediate/advanced skills using Microsoft programs or Google applications.

#### *Responsibilities include:*

- Provide computer skills development to lab visitors in one-on-one and group instruction
- Assist clients with resumes and cover letters in MS Word, and teach the skills to apply to jobs online.
- Train and support volunteer as they prepare to teach and tutor clients on job search and digital literacy topics. Past offerings have included keyboarding, basic computer instruction, Microsoft Office Suite, Cloud Storage, and more.
- Administer the Northstar Digital Literacy Assessment.
- Maintain current information on community technology and digital literacy resources.
- Keep current with community and employer technology needs: use this feedback to collaborate with volunteers and employment services staff on expanding and strengthening computer class curricula.
- Provide access to technology resources.

### **How to Apply**

Apply online at <http://my.americorps.gov/> and click on “Apply to Serve.” Be sure to search for the “Community Technology Empowerment Project” or “CTEP” when asked to indicate what program you would like to send your application to. Contact: Allison Williams, [williams@spnn.org](mailto:williams@spnn.org), 651-298-8918 for more information about CTEP Member requirements.

CTEP AmeriCorps values an equitable work environment and strongly encourages Black, Indigenous and People of Color, speakers of many languages, disabled individuals, LGBTQIA+ identified, and people from other underrepresented communities to apply.

Reasonable accommodations will be made upon request.