



Community Technology Empowerment Project (CTEP) AmeriCorps July 2022

Make an impact! Interfaith Outreach is partnering with SPNN to host a CTEP AmeriCorps member at our site. This position will serve as an AmeriCorps member and not an employee of Interfaith Outreach. As a CTEP member, you will spend your service year as part of a supportive cohort, gain valuable work experience and connections, all while making a difference in our community. If you serve at Interfaith Outreach's site, you'll receive a living allowance from AmeriCorps *plus* additional stipends from us. We've hosted many CTEP members over the years so we are confident you'll have a highly rewarding experience!

About CTEP AmeriCorps

CTEP is a local AmeriCorps program sponsored by St. Paul Neighborhood Network (SPNN) which has been harnessing the AmeriCorps mission to strengthen digital literacy and job placement in the Twin Cities. CTEP AmeriCorps members are placed at local partner organizations, like Interfaith Outreach. Learn more here:

https://www.spnn.org/join_ctep

About Interfaith Outreach

The AmeriCorps CTEP will work on site at Interfaith Outreach in Plymouth, MN, about 20 minutes from downtown Minneapolis. We are a human service nonprofit that strengthens our community by meeting basic needs and equipping families for ongoing stability. Interfaith Outreach's 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/>

What You Will Do

The CTEP member will work within Interfaith Outreach's Employment Services team, teaching technology literacy skills to program participants in order to help them obtain 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

- Utilize Northstar curriculum to offer self-director, 1:1 or small group instruction to build digital literacy skills needed to find, obtain and retain employment. Past offerings have included basic computer skills, how to use the internet, email, as well as how to use MS Word, Excel, PowerPoint and Google Docs.
- Teach formal classes and mentor people one-on-one in our computer/technology lab.
- Teach specific software skills, such as how to use the internet, word processing, email, and workforce readiness classes geared towards English language learners using interactive software.
- Assist clients 1:1 with resumes and cover letters in MS Word, and teach the skills to apply to jobs online.
- Train and support volunteers as they prepare to teach and tutor clients on job search and digital literacy topics.
- 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.

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. Our lab is equipped with computers for client use & tutoring, in addition to a Smart Board for instructional purposes.

Benefits of Serving

- Living stipend from AmeriCorps
- Healthcare option from AmeriCorps
- \$6,345 educational award (from AmeriCorps upon completion of term)
- \$200/month housing stipend from Interfaith Outreach
- \$50/month transportation stipend from Interfaith Outreach
- Access to Interfaith Outreach's food shelf

Preferred Schedule

CTEP members work about 35 hours per week. 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. Our preference is to have one day out of the week for members and staff to stay until 6:00 p.m., for service delivery.

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, 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.