



JOB DESCRIPTION

Position Title	Department	Reports to
Digital Literacy Coordinator	Asset Management	Sustainability Programs Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	TBD

POSITION SUMMARY

Under the general direction of the Sustainability Programs Manager, the **Digital Literacy Coordinator** will work with the Community Impact Team to create healthy, equitable and sustainable communities for our residents who reside at our affordable housing complexes through programming and activities. Provides oversight of resident computer labs and Digital Literacy Grants throughout FCH's portfolio, including outreach, recruitment, and facilitation of technology-based programming for residents, grant administrative record keeping, program reporting and implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate and implement programs and activities
- Ensures that computer labs are accessible for all residents and sets standards/guidelines for the designated computer lab administrator (typically Resident Service Coordinator) and residents to follow
- Work with Sustainability Programs Manager in seeking grants
- Work with onsite staff to recruit program participants
- Establish partnerships with other community-based organizations for the donation and/or purchasing of technology devices and other equipment and/or external curriculum needs
- Implement in-house curriculum based on needs assessment forms to continue Digital Literacy support for residents throughout the portfolio.
- Create and distribute event flyers in a timely manner
- Collects, inputs, and maintains attendance tracking sheets
- Assist Community Impact staff with events and tasks as needed
- Develops supportive relationships with residents and conducts regular outreach to encourage participation in resident programs and activities
- Maintains collaborative relationships with site staff
- 40 hours per week position, with occasional evening work required

DESIRED SKILLS

- Minimum high school diploma or GED
- Minimum 2 year experience and/or training working with affordable housing families, children, seniors, and disabled populations preferred
- Excellent communication skills, both verbal and written
- Strong time management and organizational skills
- A positive and team-focused attitude is essential
- Ability to work well with people of various backgrounds, abilities, and various age groups independently and with groups of co-workers and patrons

- Proficient with MS Office (Excel, Word, Publisher & Outlook)
- Able to travel between separate sites with reliable transportation

Salary Range:

\$22-27 per hour

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May travel by car, plane, or other form of transportation to attend business meetings or conferences.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

First Community Housing is an Equal Opportunity Employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. FCH is committed to diversity, equity, and inclusion and our goal is to have a workforce that is representative of the communities that we serve. First Community Housing is a drug free workplace, and complies with ADA regulations as applicable.

Interested persons should send a resume and cover letter to Edith Figueroa at EdithF@firsthousing.org. Please include "Digital Literacy Coordinator" in the subject of your email.