

Tech & Digital Literacy Instructor

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

St. Nicks Alliance Workforce Development Center empowers and trains historically marginalized community members from North and Central Brooklyn to move from unemployment to careers and jobs with sustainable wages enabling over 1800 local residents annually to improve their economic status. Our services are robust and range from Employment-Contextualized ESOL, Digital/Computer Literacy, ABE, and HSE to Workplace Success Skills Training and Job Placement to Sector-Based Employer-linked Vocational Training with a focus on career occupations in the Green Trades, Healthcare, Technology and Financial Service sectors.

We are currently seeking a **part-time tech & digital literacy instructor** for our Workforce Development Center site at 92 Throop Avenue in Brooklyn.

What you'll do:

St. Nicks Alliance Workforce Development Center seeks a part-time tech & digital literacy instructor to work with tech trainee participants for Google Data Analytics, Google Information Technology, Google Cybersecurity, Data Analytics, Information Technology training, AI for Everyone training and any new tech training added to the portfolio. The position will also support the work readiness instruction for the Work Readiness training program with a focus on digital literacy, as well as other work readiness training for all sectors, including building trades, healthcare, and financial services, in a way that is dynamic and contextualized for the students' practical use. This position requires a creative and dedicated instructor with experience in training individuals and groups in assessing technical skills and preparing them to be highly employable in the tech sector. The part-time tech & digital literacy instructor reports to the director of Workforce Operations. The position is 20 hours a week, Monday through Friday.

Specific duties include, but are not limited to:

- Providing high-quality instruction to help students develop their conceptual understanding of technology and digital literacy
- Develop and implement lesson plans and training programs
- Instruct on the use of specific software, hardware, and emerging technologies
- Teach adult students from various socio-economic backgrounds and education levels to take
- Develop tailored lesson plans to address digital literacy and work readiness concepts that comply with St. Nicks Alliance funder deliverables.
- Monitor students' educational progress and liaise with staff members to provide feedback and establish education plans
- Take and document student attendance for each session
- Demonstrate ability to perform multiple tasks effectively in a fast-paced environment
- Stay updated on new technologies and pedagogical approaches, including online and distance learning
- Other duties as assigned by the director of Workforce Operations and the senior managing director of Workforce

What we are looking for:

- Must be available to teach in person at St Nicks Alliance Workforce Center at 92 Throop Avenue in Brooklyn
- The ideal candidate will have a bachelor's degree from an accredited institution of higher education and a minimum of 3+ years of teaching in technology
- Excels in working in a collaborative environment to achieve target objectives and outcomes
- Experience utilizing distance learning tools and resources
- Experienced teachers with good interpersonal skills who enjoy working in diverse linguistic and cultural settings



St.Nicks Alliance

Where Opportunity Grows

- Excellent communication, organizational, verbal, and written skills
- Innovative instruction to ensure student grasp of tech, digital literacy, and work readiness concepts
- The ability to adapt curriculum to support the needs of employers, industry, funder partners, and our diverse learners
- The ability to meet funder compliance with quality instruction, attendance tracking, and timely completion of required documentation

What's in it for you:

- compensation range: \$47 per hour
- learning & development opportunities and access to wellness programs

How to apply:

Please submit a thoughtful cover letter, a brief writing sample, and a resume to snaworkforcehr@stnicksalliance.org with “Part-Time Tech & Digital Literacy Instructor” in the subject line. Please, no phone calls.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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