

# Community Technology Empowerment Project (CTEP)

## Sumner Library / Open Door Learning Center

**Organizational Background:** Open Door Learning Center – Northside, a program of the Minnesota Literacy Council, is an Adult Basic Education Learning Center offering ESL, GED, math, computer, and citizenship classes based at the Sumner Library in North Minneapolis. The literacy council offers literacy training for professionals and volunteers, and operates six learning centers in the Twin Cities that serve more than 2,500 adult learners.

**CTEP Program Description:** The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the “digital divide” for new immigrants and low-income communities in the Minneapolis and St. Paul area. We are looking for a CTEP member to serve jointly at Open Door – Northside and the Sumner Library. The CTEP will lead basic computer skills classes for Open Door’s adult students, and will provide one-on-one assistance to library patrons with computer skills, job searches and applications, and resume building.

### Responsibilities:

- Teach and develop curriculum for technology and computer skills classes
- Provide one-on-one job search assistance
- Train and support volunteers to support computer lab participants
- Provide one-on-one coaching and assistance to computer users and job seekers
- Support job seekers in writing resumes, creating cover letters, completing online job applications, and looking for jobs
- Create support materials, such as handouts and templates, for job seekers
- Administer Northstar Digital Literacy Assessments
- Track program outcomes

### Qualifications:

- Sensitivity and respect for people from diverse communities
- Strong computer and emerging technology skills
- Excellent communication skills; strong customer service ethic
- Willingness to learn; enthusiasm for teaching; creativity
- Somali language skills a plus

**Time Commitment:** Full time position, with an average of around 37 hours/week. The majority of the CTEP's on-site work will take place Monday-Thursday from 11:00am-6:00pm, with a few hours that can be completed on a flexible schedule. In addition, members attend training days twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 9am-4pm.

### Benefits:

- A Segal education award of up to \$6,095 (upon successful completion)
- A living allowance of approximately \$1000 a month
- Payment of federal student loan interest if payments on hold during year in CTEP (upon successful completion)
- A head start on the Public Student Loan Forgiveness (PSLF) Program (if you choose to enroll)
- A personal and professional network through a professional development program
- Health and dental insurance options
- Child care assistance (depending on qualifications)

**Location:** Sumner Library, 611 Van White Memorial Blvd, Minneapolis, MN 55411

### How to Apply:

Apply online at [my.americorps.gov](https://my.americorps.gov), click “Apply to Serve” (search for “Community Technology Empowerment Project” or “CTEP” when asked what program to send your application). Kat Aymeloglu, [kaymeloglu@mnliteracy.org](mailto:kaymeloglu@mnliteracy.org), (612) 377-5399.

*We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations will be made upon request.*