

DISKovery Angelina Technology Instructor (Part Time)

Reply to: Monica Peralta, Program Manager mperalta@LTSC.org

DISKovery Angelina is a community technology learning center of the Little Tokyo Service Center CDC, a California nonprofit corporation.

Status: Part -Time Hourly, 15 to 20 hrs/week
Start Date: Open until filled

About DISKovery Angelina

Our mission is to build community through digital opportunities. DISKovery Angelina provides low-cost or free technology access to the community, offering computer and technology training, and free computer public access. We strive to make our services accessible for all users.

About the position of Technology Instructor

Little Tokyo Service Center, a Community Development Organization operates the DISKovery Angelina community technology center, a mobile, lap-top based computer lab located at the Echo Park neighborhood of Los Angeles in the 90026 zip code area. DISKovery Angelina provides open access to laptop computers for the local community members, and will soon be offering Wi-Fi Internet services to residents living in an affordable housing project. Classes in basic and intermediate skills for adult English learners, English Literacy and Civics Education (EL Civics) instruction; in addition, we offer weekend youth technology programs on an on-going basis.

Under the supervision of the DISKovery Angelina program manager, the technology instructor will conduct and instruct training classes, provide technical support, and help maintain adult and youth programs. This position is based on a partnership with the Los Angeles Trade Technical College. These activities will entail, but are not limited to, the following specific duties:

RESPONSIBILITIES

Provide training on technology applications in formal and informal settings to the residents of the Echo Park community and Angelina Apartments residents.

- Develop, coordinate and teach a schedule of specialized classes and training programs.
- Assist in the development of outreach and marketing materials for upcoming classes and trainings at the center.
- Provide assistance and training to residents on using a Wi-Fi network.
- Coordinate and conduct outreach for center activities and events.
- Oversee and supervise DISKovery volunteers and student interns
- Supervise DISKovery Angelina's daily operations to maintain a safe, clean and functional computer lab environment.
- Maintain a regular schedule of hours of operation that insures maximum public access.
- Maintain computer network hardware and systems up to date for backup and security.

- Troubleshoot hardware and software problems as required
- Maintain software libraries and computer related educational curriculum
- Track and report on DISKovery Angelina utilization, user skill levels, and user skills development for reports to funders and other interested parties; maintain a client/program database and collect required program data.
- Recruit, track, and register students
- Perform additional related duties as assigned by DISKovery management

MINIMUM QUALIFICATIONS

DISKovery Angelina is seeking candidates with a Bachelor's Degree and two years experience working in an educational or nonprofit environment. Computer user support and training experience is required. Three years of directly related experience can substitute for a degree. Candidates must be highly motivated, able to work in a high productivity environment and have a unique combination of administrative, technical, and educational skills. They must have excellent interpersonal and written communication skills. Must be a problem solver who can work without direct supervision. Bilingual helpful (English/Spanish).

Other desired skills and qualifications include:

- Experience working with PC and Mac environments
- Hardware & software installation and troubleshooting
- Experience with Microsoft Office, Web Design, and Photoshop applications.
- Able to set priorities
- Strong collaborative skills
- Ability to creatively communicate with youth
- Demonstrate a commitment to diversity and social justice.

For more information on our organization please click on the link below:

<http://www.diskovery.org> and our parent organization, www.ltsc.org

Location: Los Angeles, CA 90026

Equal Opportunity Employer, women and people of color are encouraged to apply.

Salary is commensurate with qualifications; no benefits

How to apply: Interested applicants should submit a resume and cover letter to Monica Peralta at mperalta@ltsc.org.