



Removing barriers. Building prosperity.

Computer Literacy Coach Position Posting

Computers Are Your Friend!

Do you love seeing people gain technology confidence? Do you have a knack for teaching or coaching? Do others ask you how to navigate something on their computer? Then we're looking for you! As a **Computer Literacy Coach**, you will demonstrate patience, flexibility and support as you help job seekers, some who have great fears or no experience with using computers, to develop confidence in their computer skills.

In this position, you will craft and deliver customized training/coaching to help develop job seekers' computer skills. In today's world, computer skills and internet access are essential. Even looking for work requires comfort, skill and access to computers and the internet. You can be an integral part of ensuring that our job seekers meet that requirement. Daily Work is committed to having a diverse staff, intern, and volunteer workforce. We encourage people from all racial, ethnic, socioeconomic backgrounds to apply.

About Daily Work

Daily Work is a nonprofit organization that supports people in finding and keeping work. Our mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute.

For most people, employment is a means to long-term self-sufficiency and a thriving life. At Daily Work, employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

The Computer Literacy Coach Will Spend Their Time Doing Things Like...

- Planning lessons and activities that develop job seekers' basic computer skills.
- Providing 1:1 instruction and coaching in a manner that develops job seekers' confidence.
- Tracking and communicating job seekers' advancement throughout your work with them.

Work Logistics

- **1-3 hours/week.**
 - Position is unpaid, but there will be opportunities for networking and professional development.
 - **Minimum commitment of six months** required.
 - Schedule: Flexible
 - Prefer in-person, but there is an option to work in-person and/or remotely with occasional participation in meetings – in-person or virtually.
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Skills/Qualities Desired

- Passionate about fostering computer literacy.
- Nurturing, adaptable, patient approach to instructing.
- Exceptional verbal, written and interpersonal communication skills
- Commitment to diversity and ability to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Strong reasoning and organizational skills
- Able to interact professionally and effectively with job seekers, interns, volunteers, supervisors, and members of the community
- Qualities: task- and implementation-oriented, creative, innovative, flexible, and self-motivated toward achieving excellence, ability to prioritize and work well under deadline.
- Other skills or experience that may be beneficial:
 - College degree in computer science, computer engineering, or related discipline.
 - Teaching certification for the level at which you will be instructing.
 - Prior experience as a computer teacher.
 - Microsoft Office and Google Platform experience a plus

Note: To ensure the safety of staff and job seekers, we conduct a background check of applicant's criminal history. Daily Work will consider applicants with a criminal record on a case by case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application.

Daily Work also requires volunteers and interns who come to the office or meet with job seekers to be vaccinated and boosted for Covid 19.

What We Can Give You

This is an opportunity to give back to others while supporting job seekers in our community. Stay busy and be an important team member in a small organization. Build your professional network and add skills to your resume while enjoying a fun, flexible work environment where you can see the difference you are making every day.