



Digital Equity Community of Practice Coordinator

Literacy Minnesota is seeking an individual for a limited term, part-time **Digital Equity Community of Practice Coordinator** position. This benefits-eligible position is 20 hours/week (or 0.5 FTE) and has an anticipated end date of December 31, 2022, with the possibility of both additional hours as well as an extension of employment subject to available funding and performance.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to improving literacy throughout our state. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Position Overview: The **Digital Equity Community of Practice Coordinator** will facilitate the Digital Navigators Training & Cohort Support project in partnership with Texas State Library & Archive Commission (TSLAC) and staff members of Literacy Minnesota. They will also monitor an online Moodle forum hosted by TSLAC. The main objectives for the *incumbent* will include: 1) maintaining communication with clients; 2) internally, effectively communicating Literacy Minnesota's schedule and tasks among staff; and 3) organizing and paying attention to detail regarding contract deliverables and main objectives for the project.

The main objectives for the *project* include: 1) delivering four training workshops to staff members of ten libraries; 2) creating a community among practitioners through distance learning best practices with training recipients; and 3) building a mutually beneficial partnership with TSLAC, in line with Goal Area 2 in Literacy Minnesota's 2020-22 Strategic Plan: Partnerships & Collaborations. Literacy Minnesota is a leading partner in working with others to address challenges and advance opportunities for equitable communities.

This position reports to the Project Manager – Digital Equity & Strategy. Work environment consists of a hybrid office/remote setting. All services from this project will be delivered to Texas remotely. Time spent on the computer is approximately 95%. The position will require substantial phone and email work to communicate with staff and community partners. Excellent email as well as other digital literacy skills are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Specific responsibilities of the Digital Equity Community of Practice Coordinator include, but are not limited to:

Internal & External Communication - 60%

- Articulate the need for digital literacy skills training and digital navigation to advance equity.
- Send emails, make phone calls and Zoom calls, etc.
- Maintain Outlook Calendar for multiple Literacy Minnesota staff members with respect to contractual deliverables.
- Solicit topics from participants in seminars to cover during the scheduled trainings.
- Problem-solve with participants of trainings in-between sessions.
- Maintain excellent communication with client at all times.

Maintaining Online Community of Practice - 30%

- Create system to measure data collection practices mentioned in the solicitation.
- Monitor and populate Moodle forum hosted by client, communicate needs for content and resources to Literacy Minnesota Distance Learning and Digital Literacy teams
- Collect relevant data from outreach progress and participants in the program.
- Design a replicable system of operations so that project may be replicated in future years.
- Collect quantitative and qualitative data to support reporting obligations and promotional opportunities, including opportunities obligated by the grant proposal.
- Save documents in Literacy Minnesota's cloud computing system efficiently.

Other Tasks as Assigned - 10%

- Attend staff meetings.
- Attend meetings as they relate to the project.
- Create agendas for internal and external meetings.
- Other duties as assigned.

Qualifications for this position include:

Required:

- High school diploma/GED.
- Minimum six months professional experience in an office setting.
- Demonstrated proficiency in distance learning platforms as well as sending and receiving emails.
- Excellent attention to detail and organizational skills.
- Excellent written and verbal communication skills among different stakeholders.
- Ability to work occasional evenings and weekends.
- Ability to pass a background check.
- Demonstrated ability to connect with people of different identities, including but not limited to ability, culture and belief, ethnicity and race, gender, geography as well as education and experience.
- Demonstrated proficiency in digital literacy skills, including Zoom proficiency and Microsoft Calendar, Outlook, PowerPoint, Teams, Word, etc.

Preferred:

- Associate's or Bachelor's degree.
- Demonstrated ability to multitask, prioritize tasks, take direction from multiple people, meet deadlines, work independently and as part of team.
- Previous teaching or mentoring experience, work or volunteer history at a library a plus.
- Experience at community-based organization, government or nonprofit organization.
- Proficiency in using Moodle, or another similar distance-learning platform.
- Knowledge of digital equity, literacy and/or navigation.

Compensation: Starting pay rate between \$18.10 - \$22.63/hour plus a generous benefits package including health, dental, disability and life insurances; 401(k); PTO and more.

To apply: Please email cover letter and resume, with **Digital Equity Community of Practice Coordinator** in the subject line, to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Friday, January 14, 2022**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from members of BIPOC communities, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**