



TEQuity Services Program Coordinator

Literacy Minnesota is seeking an individual for a limited term, part-time **TEQuity Services Program Coordinator** position. The position is 15 hours/week (or 0.375 FTE) and has an anticipated end date of December 31, 2023.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to sharing the power of learning through education, community building and advocacy. 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 **TEQuity Services Program Coordinator** will facilitate the Greater Twin Cities TEQuity Services project, funded by the Comcast NBC Universal Foundation, and report to the Strategic Partnerships and Northstar Business Development Manager. This role will also collaborate closely with the Training Director and perform extensive outreach to community-based organizations as identified by Comcast. Building relationships with community-based organizations, Literacy Minnesota staff, and the Comcast NBC Universal Foundation is essential to the success of this position. The main objectives for the project include increasing Affordable Connectivity Program (ACP) adoption through knowledge of the program, and introducing participants to the digital skills necessary to partake in internet usage.

Time spent on the computer is approximately 80%. The position will require substantial phone and email work to communicate with staff and community partners.

Specific responsibilities of the TEQuity Services Program Coordinator include, but are not limited to:

Outreach and Relationship Coordination - 60%

- Coordinate digital literacy outreach and training with identified communities.
- Facilitate gathering groups together to discuss best practices, hurdles, etc.

Training Design & Facilitation - 25%

- Work with Director of Training to plan, schedule, and run trainings around Digital Navigation.
- Work with Director of Training to develop content for ACP training and aid in planning, scheduling and running trainings around ACP.
- Develop supporting material for training topics.

Reporting & Data - 10%

- Create systems to measure the outcomes mentioned in the grant proposal.
- Collect relevant data from outreach progress and participants in the program.
- Create reports for Literacy MN on metrics.
- Grant reporting for Comcast.

Other - 5%

- Communicate with staff on project.
- Attend staff meetings.
- Attend meetings as they relate to the project.
- Connect with Literacy Minnesota staff as needed.
- Other duties as assigned.
- Support organizational DEI goals by fostering an inclusive environment, and actively participating in and achieving organizational and personal DEI goals.

Qualifications for this position include:

Required:

- High school diploma/GED.
- Minimum six months professional experience in an office setting or related experience in the geographic area served.
- 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.
- Excellent organizational skills.
- Digital literacy skills, including Zoom proficiency and Microsoft Outlook, PowerPoint, Teams, Word, etc.
- Excellent written and verbal communication skills, including public speaking and conversation facilitation skills.
- Ability to work occasional evenings and weekends.
- Ability to pass a background check.

Preferred:

- Demonstrated ability to multitask, prioritize tasks, take direction from multiple people, meet deadlines, work independently and as part of team.
- Experience at community-based organization, community organizing, government or nonprofit organization.
- Knowledge of digital equity, literacy and/or navigation.
- Previous teaching or mentoring experience a plus.
- Demonstrated DEI-focused work style, including engagement in organizational and personal DEI goals.

Compensation: starting pay rate between \$20.36 - \$22.63/hour. At 15 hours/week, this position is not benefits-eligible, but will accrue Paid Time Off (PTO) and be eligible for paid holidays.

To apply: Please email cover letter and resume, with **TEQuity Services Program Coordinator** in the subject line, to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Thursday, February 2, 2023.**

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.**