



TEQuity Services Program Coordinator

Literacy Minnesota is seeking an individual for a limited term, part-time **TEQuity Services Program Coordinator** position. The benefits-eligible position is 20 hours/week (or 0.5 FTE) and has an anticipated end date of September 30, 2022, with possibility of 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 **TEQuity Services Program Coordinator** will facilitate the Greater Twin Cities TEQuity Services project, funded by the Comcast NBC Universal Foundation, and report to the Project Manager – Digital Equity & Strategy. This role will also collaborate closely with the Training Director and perform extensive outreach to community-based organizations in the Comcast NBC Universal Foundation Twin Cities geographic area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties). Building relationships with community-based organizations, Literacy Minnesota staff, and the Comcast NBC Universal Foundation is essential to the success of the incumbent. The main objectives for the project include: 1) building capacity of community-based organizations' digital literacy skills instruction and digital navigation services; 2) creating a community among practitioners; and 3) recording operational methods for the purpose of replicating the project.

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 & Recruitment - 40%

- Build community as an authentic member of the community and/or communities served by the project.
- Connect with community-based organizations that offer digital equity services in the relevant geographic area for the purpose of advancing the goals of the project.
- Recruit staff and volunteers of community-based organizations that offer digital equity services in the relevant geographic area to attend the eight two-hour seminars for the purpose of advancing the goals of the project.
- Network with organizations in the relevant geographic area, including existing partners of Comcast and Literacy Minnesota.
- Articulate the need for digital literacy skills training and digital navigation to advance equity.
- Attend community meetings as necessary to make connections, possibly in-person.
- Send emails, make phone calls and Zoom calls, etc.

Reporting & Data - 25%

- Create system to measure five outcomes mentioned in the grant proposal.
- Collect relevant data from outreach progress and participants in the program.
- Design a replicable system of operations so that project may be replicated elsewhere.
- 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.



Training Design & Facilitation - 25%

- Create agendas and plan eight two-hour seminars with relevant staff and stakeholders.
- Ensure preparation of all presenters for each of the eight two-hour seminars.
- Lead announcements and other aspects of seminars, including training and conversation facilitation.
- Solicit topics from participants in seminars to cover during the scheduled seminars.
- Problem-solve with participants of seminars in between sessions.

Other - 10%

- Attend staff meetings.
- Attend meetings as they relate to the project.
- Connect with Literacy Minnesota staff as needed
- Other duties as assigned.

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 Calendar, 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:

- 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.
- Experience at community-based organization, community organizing, government or nonprofit organization in the geographic area served.
- Knowledge of human- and social-services in geographic area served.
- Knowledge of digital equity, literacy and/or navigation.
- Previous teaching or mentoring experience a plus.

Compensation: starting pay rate between \$17.57 - \$21.97/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 **TEQuity Services Program Coordinator** in the subject line, to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Friday, October 15, 2021**.

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.**