



**Digital Navigator**  
INTERNAL POSTING  
FOR CURRENT EMPLOYEES ONLY



Literacy Minnesota is seeking one or more individuals for a **Digital Navigator** at its Open Door Learning Centers. The starting pay rate for this position is \$18.30 - \$20.33/hour (commensurate with experience). If the successful candidate(s) are 0.5 FTE or more, a generous benefits package is also included.

The Digital Navigator is responsible for navigation outreach and support services for Open Door Learning Center (ODLC) learners. Work environment will be at a home office as well as at the learning centers should conditions permit. Time spent on the computer in this position is approximately 90%. This position reports to the Senior Manager for Educational Technology and Digital Literacy.

Specific responsibilities of the Digital Navigator include, but are not limited to:

- Provide technology trouble-shooting and support to learners.
- Work with the ODLC Volunteer and Distance Learning Committees to provide training and support to technology volunteers.
- Work with the ODLC Distance Learning team to set-up and distribute technology to learners.
- Schedule and provide training to ODLC learners on how to operate the technology. As appropriate, schedule and provide training on using Zoom for digital literacy, high school diploma and ELL instruction.
- Assist with Northstar Digital Literacy instruction if needed. Proctor Northstar digital literacy assessments.
- Assist learner in signing up for remote class instruction, if of interest.
- Participate as member of the ODLC team, attend team and staff meetings, etc.

**Qualifications** for this position include:

**Required:**

- One year experience in navigation and/or mentoring of adults, or related experience.
- Ability to work evenings or weekends, depending on program recipients' schedules.
- Education or experience in psychology, teaching, tutoring, or social work strongly desired.
- Access to reliable computer and internet at virtual office (reimbursement provided).
- Ability to travel to a variety of locations throughout Minneapolis and St. Paul.

**Preferred:**

- Connections or relationships with communities of ABE learners.
- Demonstrated commitment to public service.
- Ability to work well independently.
- Experience working with diverse groups of people.
- Excellent listening and oral communication skills.
- Excellent organizational and scheduling skills.
- Previous teaching experience; previous experience teaching English as a foreign language.
- Computer proficiency, including experience with MS Office programs, email and internet.
- Proficiency in languages other than English a plus.

**Compensation:** starting pay rate between \$18.30 - \$20.33 (commensurate with experience). If the successful candidates work 20+ hours/week, a generous benefits package is also included.

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.**