



# Employment Opportunity

I. Basic Information:			
Job Title:	Digital Inclusion Assistant	Hours:	20
Department:	SCSEP	Non-Exempt	<input checked="" type="checkbox"/>
Responsible for:	SCSEP participants and volunteers	Exempt	<input type="checkbox"/>

## II. Synopsis:

Jewish Family and Children's Service of Minneapolis is seeking a part-time Digital Inclusion Assistant. This position is responsible for assisting the Digital Inclusion Specialist in coordinating computer classes for older adults, including maintaining relationships at class site locations. The Assistant will also support the supervision of the peer coaches and be responsible for maintaining records and data collection.

### Responsibilities include:

- Assist in the supervision of SCSEP participants in their community service assignment to serve as peer coaches (using Generations on Line program).
- Assist in the management of coaching sites.
- Maintain records and collect data as requested.
- Promote awareness of the program and recruit older adults who wish to learn how to use the Internet.

## III. Job Requirements:

**EDUCATION:** High school diploma or equivalent required, Bachelor's Degree preferred.

**EXPERIENCE:** A minimum of two years of experience in program assistance.

**SKILLS:** Must be proficient in basic computer skills, such as using the Internet for searching, email, etc. Able to follow directions for installing typical consumer software programs. No specialized computer expertise required. Proven track record of organizing and managing data to achieve goals; build and sustain partnerships with individuals and organizations, and work in a collaborative manner. Strong communication, listening, and writing skills. Prior experience working with or assisting older adults preferred.

## IV. Benefits:

This position offers a competitive salary and benefits package.

## How to apply:

Please submit cover letter and resume to Tammy Cohen, Director of Human Resources. E-mail [HumanResources@jfcsmpls.org](mailto:HumanResources@jfcsmpls.org) or fax to 952.546.1679. Please specify the position you are applying for.

For more information on this position, see [www.jfcsmpls.org](http://www.jfcsmpls.org). AA/EO