



## Job Description | Part-time Bilingual Digital Literacy Instructor

### Our Work

[Tech Exchange](#) is an established organization dedicated to providing digital equity to all East Bay residents. We employ an environmentally sustainable, re-use model by refurbishing donated computers and providing them to families, schools and community organizations. Over the last 20 years, we have distributed 40,000 computers to our community and diverted over 700 tons of e-waste from landfills. We provide low-cost computers to individuals and organizations, and free computers and services to eligible East Bay families.

Tech Exchange is a nonprofit project fiscally sponsored by the [Oakland Public Education Fund](#).

### Job Summary

Tech Exchange trains individuals and families to develop their digital literacy. Through workshops and events, Tech Exchange provides participants with training, assistance with internet signup, and a free computer. The Bilingual Digital Literacy Instructor will lead workshops to help acclimate families to the technology they will be receiving. Hours vary depending on workshop schedule, but are generally afternoons, evenings, and Saturdays.

### Primary Responsibilities

- Lead digital literacy workshops (curriculum provided)
- Manage participant registration
- Distribute participant forms and handouts
- Assist families with Internet sign-up
- Help with computer distribution
- Assist with managing volunteers

### Qualifications

- Fluency in English and Spanish, Korean, or Cantonese
- Strong speaking skills; comfort in presenting to large audiences
- Must be able to conduct a class in a student / parent environment
- Must have transportation and willing to travel throughout Alameda and Contra Costa counties (mileage compensated)
- Understand basic practices of technology for beginners to intermediate users
- Organized, punctual, personable, and patient

### Compensation

- Hourly rate of \$20/hr, between 10-15 hours a week
- Compensation for mileage
- This position is temporary employment through June 2021

Tech Exchange and the Oakland Public Education Fund are committed to creating a diverse environment and is proud to be an equal opportunity employer. We strongly encourage women and people of color to apply for this role. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.