



CTEP AMERICORPS POSITION DESCRIPTION
Pillsbury United Communities
Oak Park Community Center
HALF TIME POSITION Feb-Aug 2009



Position: AmeriCorps Member (Employment Counselor Assistant)

Program: [Community Technology Empowerment Project](#)

Partner Agency: [Pillsbury United Communities](#)

Location: **Oak Park Neighborhood Center** [1701 Oak Park Avenue North](#),
Minneapolis MN 55411

Site Supervisor: Leslie Vinson, Center Director

CTEP Program Description:

The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the "digital divide" for new Immigrants and low-income communities in Minneapolis and St. Paul. Join AmeriCorps CTEP and help make the information age accessible to all. CTEP sponsor organizations include: Saint Paul Neighborhood Network (SPNN), the Community Computer Access Network (CCAN), and the City of Minneapolis.

Site History and Mission

Oak Park Neighborhood Center is a neighborhood center of Pillsbury United Communities (PUC.) PUC is a century old social service provider, established to address the root causes of poverty in Minneapolis. PUC's mission is *creating change, choice and connection*. Oak Park is located in the Near North Side of Minneapolis. Near North is one of the most economically challenged communities in the state of Minnesota, with a large African American population.

Oak Park has developed a Community Technology Center (CTC), used by the community for job search purposes, homework, and access to the Internet. Activity in these CTCs is often linked with other PUC programs, such as an educational too for our youth program, Employment searches and Housing Assistance. Oak Park plans to better use this facility to teach participants 21st Century technical skills, and assist the community in closing the digital divide gap, especially for families in North Minneapolis. Information about PUC and its neighborhood centers can be found on [puc-mn.org](#).

Preferred Site Schedule for Member

33 hours a week total, Mondays thru Fridays, 10 – 4, occasional evenings or weekend hours may be required. Hours are semi-flexible, with arrangement of CTEP site supervisor.

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes in the workplace, and citizenship skills. These Corps days take place twice a month on the 1st and 3rd Fridays from 9 AM to 4 PM, and these trainings are mandatory. Members also attend statewide AmeriCorps events, such as the Martin Luther King Day celebration, and/or serve on the statewide InterCorps Council.

Essential Responsibilities:

- Assist users in Community Tech Resource Center
- Assist in maintenance and upgrade of this facility
- Assist job search participants in learning skills such as resume development, internet job search etc
- Teach small groups and workshops as defined
- Outreach to neighborhood groups and community action groups to engage these groups in Digital Divide issues
- Assist in developing tech literacy component for new Seniors Program
- Teach computer skills to youth

Required Qualifications:

- At least 17 years old
- U.S. citizenship, naturalization, or permanent residency
- Ability to travel within the Twin Cities
- High school diploma or GED Basic personal computer skills
- Experience working with low-income and/or recent immigrant populations, especially in education or mentoring
- Proficiency in lab supervision
- Ability to teach basic computer application skills.
- Ability to help lab users with resumes, job search and school projects.
- Ability to communicate across racial, ethnic and cultural barriers.

Preferred Qualifications:

(One or more of the following are desired but not required):

- Post-Secondary Education
- Experience in volunteer management
- Advanced technology skills, especially in web design, video production, or computer applications
- Experience in staff training, especially technology

Service Term:

Half-time: 900 hours. Start first half of Feb, 2009; complete by Aug 31, 2009. Half-time means that member is completing roughly half of the 1700 hours of a full-time AmeriCorps member who started back in September 2008.

Members Receive:

A living allowance (between \$350 and \$400 bi-weekly before taxes, exact amount will depend on start date), an educational award of \$2,362.50 (upon successful completion), health and dental insurance plan, child care (d.o.q) and ongoing training.

How to Apply:

Apply online at <https://recruit.cns.gov/> (be sure to enter 06ACHMN0010008-0 as the "Program Listing ID," or search for the Community Technology Empowerment Project). Contact: Joel Krogstad, joel@technologypower.org, 651.556.1384

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