



## All Peoples Community Center JOB ANNOUNCEMENT

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<b>Date of Announcement:</b>	August 15, 2022
<b>Agency:</b>	All Peoples Community Center
<b>Job Title:</b>	Computer Instructor
<b>Salary Range:</b>	\$18.00 - \$19.50 (Part-Time 20 hrs. per week)
<b>Closing Date:</b>	Position will remain open until filled
<b>Start Date:</b>	Immediately
<b>Program:</b>	<b>Youth Program</b>
<b>Send Resume:</b>	Deisy Hernandez <a href="mailto:jobs@allpeoplescc.org">jobs@allpeoplescc.org</a>

All Peoples is an all-encompassing community center providing social services and programs to empower individuals, promote community respect, and encourage self-determination.

The Youth department is seeking an individual to conduct testing and provide instruction to youth 1<sup>st</sup> – 12<sup>th</sup> grade. Monday through Friday 2:30 – 6:30

### **DUTIES AND RESPONSIBILITIES**

- Conduct pre – post testing in reading and math for all students
- Teach students basic computer literacy, usage, basic typing and coding skills
- Maintaining and developing computer education curriculum and resource materials.
- Maintaining computer hardware and software inventory for Center.
- Ensuring that computers are operational and lab is kept clean.
- Working with staff in planning, implementation and evaluation of computer lab activities.
- Completing and submitting reports monthly and as necessary.
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### **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

- Experience in classroom instruction with youth
- Computer Certification required for instruction or 2 years experience teaching
- 2 years experience working with persons with a low socio-economic level and/or multi-cultural community
- Demonstrated knowledge of PC and Computer Systems and various software programs.
- Education/Associate Arts from accredited college.
- Desirable qualifications: Computer-networking skills, computer science coursework, network administration.
- Ability to work weekends and evenings if required
- Bilingual in English and Spanish preferred

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices *in accordance with Federal and State regulations*

**To apply, send your resume and cover letter, to [jobs@allpeoplescc.org](mailto:jobs@allpeoplescc.org)  
E-mail submission only/No phone inquiries. Responses will be sent only to individuals meeting  
the outlined requirements of the position.**