



JOB POSTING PART-TIME DIGITAL LITERACY PROGRAM SUPERVISOR

The Burnaby Neighbourhood House, a community based social service agency is currently seeking a part-time Program Supervisor to join our team to expand digital literacy knowledge and internet access seniors in Burnaby. The Digital Literacy Program Supervisor will support and work with a team of volunteers and peer digital educators to set up mobile computer support sessions that provide one-to-one learning to address individualized learning needs.

Key Responsibilities and Duties:

- Promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas
- Utilizing proven adult learning approaches, support the digital learning needs and access to internet for adults/seniors in housing complexes
- Support the successful delivery of a minimum of 2 digital literacy drop-ins per week to adults and seniors at BC Housing sites
- In cooperation with the Digital Literacy Coordinator, recruit, train, schedule and supervise volunteers at the locations
- Work with BC Housing Coordinator to set up mobile sites at varying locations
- Transport devices (Laptops/ I-pads) to offsite locations and set up the technology for mobile locations
- Track client participation numbers and other stats required for evaluation purposes and for reporting out to funder
- Liaise with Digital Literacy Coordinator to achieve project outcomes
- Perform other duties as required

Qualifications:

- Certificate or Diploma in computer sciences or equivalent computer experience with social media, all aspects of the internet, and MS office programs.
- Must be detail-oriented and accurate with an aptitude for working with multi-barriered participants.
- Excellent technical problem solving abilities.
- Experience utilizing adult learning approaches within a digital setting
- Excellent organizational skills.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent cross cultural communication skills.
- Ability to work independently and as part of a team.
- Driver's license and access to a vehicle for transporting laptops
- Experience working in a community based organization and/or adult centred learning environment.
- Second language an asset.

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply

Hours of Work: 8 hours per week – Must be available Tues and Thurs (some flexibility required for Wednesdays)

Rate of Pay: \$19.82 per hour (+4% vacation pay)

Email address: literacy@burnabynh.ca

Deadline:

Until Position is filled -- Thank you for your interest in this position, however, only short listed candidates will be contacted.

Our Mission is to make neighbourhoods better places to live.

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