



## **JOB POSTING**

### **PART-TIME PROGRAM SUPERVISOR – Pathways to Digital Access and Education Program**

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 with underrepresented individuals in Burnaby. The Digital Literacy program Supervisor will support and work with a team of volunteers and Peer Digital Educators to set up computer workshops, on site drop-ins, and mobile computer cafes that provide one- to- one learning support 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
- With adult learning needs in mind, support the digital learning and access to internet of under-represented individuals
- Support the successful delivery of computer training workshops to adults in EAL classes, seniors and parent groups, and other individuals in the community
- Recruit, train and provide on-going scheduling and supervision of volunteers within the mobile and on-site digital learning sessions
- Work with community partner agencies to set up and implement mobile programs and organize workshops at varying locations
- Transport devices (Laptops/ I-pads) to offsite locations and set up the technology for mobile programs with the support of Program Team Lead
- Track client participation numbers and other stats required for evaluation purposes and for reporting out to funder
- Liaise with Program 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.
- Detail-oriented and accurate with an aptitude for working with multi-barriered participants.
- Excellent technical problem solving abilities.
- Excellent organizational skills and experience with maintaining office systems.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Knowledge and awareness of the learning needs of adult learners
- Experience working in a community based organization and/or adult centred learning environment.
- Excellent cross cultural communication skills.
- Organizational skills and experience with maintaining office systems.
- Ability to work independently and as part of a team.
- Driver's license and access to a vehicle for transporting laptops /or class 4 driver's license to drive passenger van with laptops.
- Second language an asset.



**Hours of Work:** 28 hours per week - days per week to be determined based on program needs

**Rate of Pay:** \$24.32 per hour starting wage plus benefits

Please send resumes to [literacy@burnabynh.ca](mailto:literacy@burnabynh.ca)

**Deadline: Wednesday, March 15, 2023**

Thank you for your interest in this position, however, only short listed candidates will be contacted.