



Digital Literacy Coordinator Job Description

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

The Digital Literacy Coordinator is responsible for managing digital literacy programs for NICE clients. This position reports to the Associate Manager of Workforce Services. This is a 40 hour, full time position.

General Responsibilities:

- Manage the Digital Skills Education and Workforce Development (DSEW) program: courses designed to provide computers and digital literacy training to the immigrant community
- Supervise & train Digital Skills Education Instructors
- Maintain all data related to the program including student eligibility, attendance, skills progression, feedback and incentives
- Order, catalog and distribute computers to students that complete the program
- Communicate targets, student success, and program updates to Adult Education team
- Investigate best practices for ESL and digital literacy pedagogy
- Recruit and enroll students into morning and evening digital literacy programs
- Lead weekly office Hours for Students
- Strategize implementation of feedback from students regarding program operations, progress towards personal goals, etc
- Create curricula and assessments in accordance with the terms outlined in the DSEW grant.

Requirements:

- Excellent Digital Literacy Skills
- Experience in English Language instruction
- Bachelors Degree in Related Field, OR 3 years' experience working in education, community outreach, or nonprofit work
- Experience in management or supervision
- Ability to adapt instructional strategies to meet the diverse needs of adult learners
- Ability to plan, prioritize, manage and complete tasks on a deadline
- High levels of motivation, self-reliance, and independence
- Familiarity with Microsoft 365
- Reliable transportation

Salary & Benefits:

- **Job Type:** FULL time
- **Salary Range:** \$43,000-\$45,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)



NASHVILLE INTERNATIONAL
Center for Empowerment

To Apply:

Send a cover letter, resume, and two professional references to careers@empowernashville.org. Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls or emails.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.