



NASHVILLE INTERNATIONAL
Center for Empowerment

Digital Literacy Instructor 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 Instructor is responsible for teaching computer classes to the immigrant and refugee community. This position reports to the Digital Literacy Coordinator. This is a 20 hour, part time position.

General Responsibilities:

- Lead weekly digital literacy classes at beginning and intermediate skill levels
- Follow lesson plans for digital literacy instruction targeted to an ESL audience
- Provide direct student support as needed
- Input all data related to the program including student eligibility, attendance, skills progression, feedback and incentives
- Investigate best practices for ESL and digital literacy pedagogy
- Recruit and enroll students into morning and evening digital literacy programs
- Obtain regular feedback from students regarding program operations, progress towards personal goals, and all other recommendations

Requirements:

- Excellent Digital Literacy Skills
- Experience in English Language instruction
- 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:** Part time
- **Salary Range:** \$23/hour

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.



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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.