



## **POSITION:** Part-time Digital Literacy Coach

**POSTED:** October 1, 2021

**JOB LOCATION:** Hamilton, Ontario

**REPORTS TO:** LINC Coordinator

### **DUTIES AND RESPONSIBILITIES**

- Administer a Diagnostic/Needs Assessment (online tasks and rubrics provided)
- Give instruction in basic digital skills to individuals or small groups using the learner's smart phone or a school laptop
- Use the fully developed lessons that are provided

### **REQUIRED SKILLS**

- Proficiency with using devices (smart phone, laptop, tablet)
- Ability to give simple clear instructions and demonstrations
- Empathy with goals and challenges of adult newcomers with limited English  
An additional language is an asset

### **CONDITIONS OF WORK**

- Coaching sessions are offered in person in the evenings and afternoons from Monday to Thursday
- The Digital Literacy Coach will work for a maximum of 16 hours per week
- Hours are dependent on demand – no minimum number of hours is guaranteed
- Rate of pay \$25 per hour
- Start date October 12th, 2021
- Proof of vaccination is required to work at Circle of Friends site

Email your resume and cover letter to: [cofnewcomers@outlook.com](mailto:cofnewcomers@outlook.com)  
**Attention: Anisa Malik, LINC Coordinator**

Circle of Friends strives for equity, inclusiveness, and diversity in all our programs, practices, facilities and people.

We thank all applicants but only those selected for an interview will be contacted.

[www.circleoffriends.ca](http://www.circleoffriends.ca)