

**Spanish-Speaking Digital Literacy Instructor**  
**KMVT 15 Silicon Valley Community Media – 1400 Terra Bella, MV, CA 94043**

Under the guidance of the Executive Director, instructors will teach basic and intermediate computer skills to Spanish speaking and low-income Mountain View Residents. Project Connect is a program designed to build organizational capacity to "bridge the digital divide" in our community.

We are seeking a Digital Literacy instructor with a strong computer background, has had teaching experience, who is organized, creative, demonstrates attention to detail, and possesses excellent communication skills. Instructors need to be able to teach adults and students computer basics, be a self starter with a passion for the field who is able to work effectively both independently and as part of a team. Qualified candidates will be able to work with a diverse community and take on supervisory roles on projects as needed.

**MAIN DUTIES:** *(may include, but are not limited to, the following and any other duties the Executive Director may determine):*

- Teach 5 - 10 week computer literacy classes in Spanish and English
- Evaluate students' needs and adapt lessons to meet those needs
- Work with KMVT to research and design new curriculums
- Create supplementary exercises for advanced students
- Plan events that celebrate students' achievements
- Conduct outreach to potential students or volunteers

**Qualifications:**

The ideal candidate for this position will possess the following skills

- Must be able to speak and write fluently in Spanish and English
- Posses a strong background in computers, tablets and basic computer skills
- Have a teaching background
- Demonstrated ability to learn and teach complex equipment and production techniques to community users of various ages and levels of expertise
- Excellent organizational and time management skills
- Knowledge of Microsoft Office and Google Cloud products
- Pro-active/creative approach to problem solving & troubleshooting
- Strong understanding of computers
- Convey a warm and welcoming public manner
- Work effectively in a volunteer environment
- Prior teaching and or tutoring experience a plus
- Background in multimedia & broadcast production background a plus

**Additional Requirements:**

- Must be able to work evenings and weekends as needed.
- Must be punctual for scheduled work assignments.

\*\*This job description should not be construed to imply that these requirements are the exclusive standards for the position. Employees will follow any other instructions and perform any other related duties as may be required to fulfill all job responsibilities and the mission of the organization. Salary commensurate with experience

**To apply: Email Resume to [swolfe@kmtv15.org](mailto:swolfe@kmtv15.org),  
Post: Digital Literacy Instructor in the Subject field**