Position Description: American Connection Corps (ACC) Member
Host Partner: University of Idaho Extension – Digital Economy Program

Position Title and Information:	**Digital Literacy Coordinator** 1200 Hours Full Time, 40 hours per week, October 2023 – July 2024
Service Location:	To be determined. Seeking to place AmeriCorps Members to serve in rural Idaho counties. Priority service areas: • American Falls, ID, working throughout Power and Bingham Counties • Bonners Ferry, ID, working throughout Boundary County • Cascade, ID/McCall, ID, working throughout Valley County • Lapwai, ID, working with the Nez Perce Tribe • Mountain Home, ID working throughout Elmore County • Wallace, ID working throughout Shoshone County
Reports To:	Immediate Site Supervisor: Amber Smyer 208-572-0515 Asmyer@uidaho.edu

Host Organization Mission:

The Digital Economy Program's mission is to reduce the digital divide, extending the benefits of digitalization to all Idahoans, so no one is left behind, nor left offline, in the growing digital economy. The program provides learning opportunities for Idahoans focused on basic digital skills, retraining for remote work, and helping entrepreneurs and business owners access new markets and expand their sales using online venues. The Digital Economy Program is a community development program of the University of Idaho Extension. Through a state-wide network of faculty and staff, Extension provides reliable, research-based education and information to help people, businesses and communities solve problems, develop skills and build a better future.

POSITION SUMMARY

The expansion of broadband access in Idaho's rural communities brings opportunities for economic development as well as improved education access, telehealth, and overall quality of life. Digital Literacy Coordinators will play a crucial role in bridging the digital divide by working within rural, underserved communities to provide digital skills

training, outreach, and support. Digital Literacy Coordinators will work alongside local leaders and community partners in their assigned area to improve access and opportunity in Idaho's rural communities.

ESSENTIAL FUNCTIONS

ACC Program Activities (REQUIRED FOR ALL):
- Conduct an initial listening tour in the first 1-2 months to assess community needs by hosting individual or group conversations with community members that represent the diverse range of demographics present in your community.
- Complete bi-weekly timesheets and monthly impact reports.
- Meet monthly 1:1 with your designated ACC Program Officer.
- Complete key training modules and certifications, including AmeriCorps 101 eCourses (through On3Learn), ACP enrollment training (Education Superhighway), and digital literacy training. Attend regularly required ACC meetings and trainings, including bi-weekly Pods, quarterly training retreats, and Life After LFA webinar series.
- Lead event planning for two National Days of Service in your local area for both the MLK Day of Service (January) and AmeriCorps Week (March) with service projects related to digital inclusion.
- Recruit and coordinate local community volunteers to ensure buy-in and long-term sustainability of your projects.
- Serve productively and effectively across service environments and adhere to LFA, host site, and AmeriCorps policies and procedures.
- Meet AmeriCorps service hour benchmarks and complete the term of service (1200 hour minimum with service ending on **July 31, 2024**).

Projects <u>may</u> include:

1. **Bridging the Digital Divide: ADOPTION + INCLUSION**
   a. Partner with local organizations such as libraries, schools, community action agencies, health clinics, senior centers, and others to develop digital skilling training programs, ensuring that all Idahoans have access to the internet for telehealth, education, jobs, and social well-being.
   b. Leverage the existing digital literacy curricula to teach digital skills to a wide variety of people across multiple platforms, including online and in-person, and track the progress of your clients.
   c. Research the local current state of digital inclusion needs and barriers; provide a detailed report of findings that can help identify areas of programming. Connect with local community organizations to understand their digital affordability and adoption needs; provide a detailed list of those needs to help form the strategy plan.
   d. Partner with workforce development centers to introduce, train, and prepare adult workers to pursue digital economy jobs, including remote work options.
   e. Support the development of K-12 STEM curriculum or after-school offerings that integrate digital literacy, internet safety, and advanced uses of digital skills to contribute to a growing digital economy and entrepreneurial ecosystem.

f.   Identify and research outreach programs that could provide the underserved with access to effective internet services and devices, as well as digital skilling programs. Identify which community partners might be helpful to engage to deploy those programs.

g.   Deploy those identified programs and organize train-the-trainer meetings for digital literacy efforts where appropriate. Ensure a post-service sustainability plan by engaging local partners to integrate the adoption and inclusion programs into their regular programming.

h.   Develop a refurbished device distribution drive across the community, connecting with national program models like PCs for People, and ensuring that the drive engages and reaches households most in need.

i.   Participate in outreach and other canvassing efforts to inform and enroll residents into the American Connectivity Program, which provides monthly internet bill subsidies to qualifying households.

j.   Recruit, train, and support local volunteers to form digital skills action teams throughout the service area.

k.   Assist with coordination of marketing and promotion of digital literacy and skills programming through public relation initiatives and networking/collaborating with government, economic, educational, and other organizations.

l.   Provide data and information to assist with the preparation of reports, impact statements, and success stories.

2.   **Bridging the Digital Divide: BROADBAND ACCESS + INFRASTRUCTURE**

a.   Help create, coordinate, and/or facilitate a local steering committee of diverse stakeholders, such as a **Broadband Action Team (BAT)**, to promote digital access through a lens of economic development. (Economic development is defined here as initiatives or activities that seek to improve the well-being and quality of life for a community.)

b.   Build partnerships with local stakeholders in order to understand key challenges and opportunities to increase digital access across the community.

c.   Identify community partners and their role in digital access and rural economic development; build a bank of community partners through Excel/Google documents that includes their name, mission, contact information and how they can play a role in expanding digital access and improve economic outcomes.

3.   **Economic Opportunity:**

a.   Provide job readiness and skill-based training programs and certifications to high-need communities to increase employment opportunities.

b.   Develop entrepreneurial ecosystems through partnership engagement, needs assessments, and outreach.

COMPETENCIES

Required knowledge, skills and abilities include: ACC AmeriCorps Members must be comfortable speaking to groups and giving short presentations on a topic; researching complex topics; making phone calls and writing emails;

facilitating meetings and discussions; attending virtual and online events; and possess basic skills with writing, verbal communication, email engagement, Excel/Google sheets, and notetaking.

Digital Literacy Coordinators must have intermediate to advanced technical computer and internet skills and experience and willingness to attend trainings to grow those skills; excellent interpersonal and relationship-building skills; ability to work proactively with minimal supervision; ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races; commitment to equity and opportunity for underserved Idahoans; experience working within rural communities. Experience and/or interest in teaching or adult education is preferred.

Digital Literacy Coordinators must be willing to travel within their region regularly (mileage reimbursement provided to conduct position responsibilities, must possess a valid driver's license, access to a reliable vehicle, and current vehicle insurance. Use of a personal cell phone may be required.

ELIGIBILITY REQUIREMENTS

To serve in AmeriCorps, you must:
- Be a US Citizen or Lawful Permanent Resident
- Possess a high school diploma or GED equivalent
- Pass a National Service Criminal History Check (NSCHC) that includes: an FBI fingerprint check, a National Sex Offender Registry check, and any state-specific required background checks for both State of Service and State of Residence.
- Not have completed more than three (3) prior AmeriCorps terms of service.
- Not hold other full-time employment; other obligations should be temporary or part-time in nature and must not interfere with the program schedule and requirements (i.e. 40 hours/week, training dates, etc.).
- Not be enrolled in a full-time Undergraduate or Professional degree program during the fellowship and agree to maintain full healthcare coverage during the entirety of the fellowship recognizing LFA provides reimbursements for certain eligible healthcare premiums.

BENEFITS

Training
- 5-day Virtual Winter Training Institute with your ACC cohort (November TBD).
- 5-day Spring Training Retreat and national partner summit with your cohort in Minneapolis, Minnesota (March/April TBD).
- Scholarship opportunity to attend the National Digital Inclusion Alliance summit or a similar professional conference of your choice (Spring 2023).
- 3+ day in-person graduation ceremony and summit in Washington, DC (late July 2024).

Support
- Monthly 1:1 calls with a dedicated ACC Program Officer to support your professional and personal goals and planning for the future.
- Regular virtual Zoom trainings and pod sessions with your cohort.
- Access to an Employee Assistance Program for legal, financial, tax, and mental health resources.

Alumni

- Segal AmeriCorps Education Award - Upon successful completion of your AmeriCorps service year, you will earn a $4,826.50 in scholarship funding for every 1,200 hours of service that can be applied to current educational expenses or to repay qualified student loans. Note this scholarship is taxable and a person cannot earn more than the aggregate value of two, full-time education awards.
- Alumni graduate scholarships to a growing list of top MPA and MPP schools, including the Fels Institute at the University of Pennsylvania and the McCourt School of Public Policy at Georgetown.
- Grants available for up to $2,500 for alumni to launch entrepreneurial initiatives to serve their community.
- Membership in a lifelong alumni network of talented, passionate, and dynamic leaders across the country.

Living Allowance

- A $21,000 taxable stipend.
- The Corps Network Health Care Plan (Cigna) - available to those who are not already enrolled in a spouse's or family member's health care plan.

APPLY

Applications accepted on a rolling basis. Differing service term lengths may be available based on the time of application.

1) Complete the online application form at https://www.americanconnectioncorps.org/apply-now

NOTE: UI Extension's Digital Economy Program is seeking to place Digital Literacy Coordinators within rural communities across the state. On the application form, you'll be asked to indicate which state and community you would like to serve. If you're interested in serving in one of the following priority areas, please note that on the application:

- American Falls, ID, working throughout Power and Bingham Counties
- Bonners Ferry, ID, working throughout Boundary County
- Cascade, ID/McCall, ID, working throughout Valley County
- Lapwai, ID, working with the Nez Perce Tribe
- Mountain Home, ID working throughout Elmore County
- Wallace, ID working throughout Shoshone County

2) Email dep@uidaho.edu indicating your interest in this position location and completion of the online application process.

member who needs an accommodation in order to perform the essential functions of their position should contact their assigned supervisor or ACC Program Officer for more information.