

**Northeast Ohio Hispanic Center for Economic Development**

NEOHCED assists all business owners in achieving their goals-regardless of age, race, income level, gender, or company size. NEOHCED is home to Northeast Ohio’s only Latino Small Business Development Center (SBDC). Our business advisors specialize in Business Advising, Capital Source Identification, Business Plan Development, Marketing strategies, Strategic Planning, Business Certifications, Financial Projections, Business Assessment Valuation, Loan Packaging, and Accounting.

**SUMMARY OF POSITION:**

The Digital Literacy Coordinator is responsible for coordinating, Access Tech our digital literacy program. This new initiative will focus attention on increasing digital skills of entrepreneurs/workforce individuals, particularly in the City of Cleveland. The Digital Literacy Coordinator will be responsible for recruiting program participants, screening new and existing students for digital literacy skills, providing and/or coordinating instruction, content development and reporting.

**DUTIES AND RESPONSIBILITIES:**

- Schedule, manage, and administer digital literacy training on-site and remotely.
- Identify the digital literacy needs of all prospective students and create and manage a system to provide the technology and instruction to eliminate barriers and enable students to participate in Access Tech programs remotely.
- Create, manage, and support small group learning opportunities for students using the Access Tech curriculum.
- Create and build positive and supportive relationships with new and existing students
- Provide accurate recordkeeping and data to Program Director and other staff members to meet reporting requirements from funders and other stakeholders.
- Communicate effectively with other staff members and participate in staff team meetings.
- Prepare quarterly reports on participants and assessments
- Communicate with participants to ensure they are prepared for each workshop and send follow up correspondence.

**QUALIFICATIONS:**

- Fluent in Spanish and English (i.e., speaking, reading, and writing)
  - Strong digital literacy skills and computer knowledge required
  - Strong verbal and interpersonal communication skills
  - The ability to work effectively with diverse groups of people; and the ability to organize and juggle multiple tasks, use time effectively, and work independently
  - Experience in education, training, and curriculum development
  - Experience using Microsoft Office, Zoom, and various social media platforms
- DESIRED**
- General knowledge of small business and marketing
  - Demonstrated involvement with the Hispanic community
  - Associates/Bachelor’s Degree Preferred

**To Apply:** Please send cover letter and resume to Nick Deleon, Director of Community/Economic Development, at [ndeleon@hbcenter.org](mailto:ndeleon@hbcenter.org)