Organizational Overview

Shelter the Homeless (STH) is a 501(c)(3) nonprofit organization that has three primary purposes:

1) Hold land and facilities for the benefit of individuals who are or may be experiencing homelessness.
2) Select and monitor service providers for such individuals.
3) Foster accountability for public safety in relation to homeless services and for the safe integration of homeless resource centers into the neighborhoods in which they exist.

Job Summary

The Digital Literacy VISTA will serve within Shelter the Homeless – Homeless Resource Centers (HRC). The VISTA member will increase our capacity to provide services by developing a Digital Inclusion program to serve individuals staying at the Resource Centers. During this project year the VISTA will focus on developing a curriculum that guides and empowers clients. The VISTA will also work closely with our HRC operators to integrate this program within their current system structure.

Duties & Responsibilities

The essential functions of the position include but are not limited to:

- Research digital literacy program both locally and nationally.
- Develop curriculum and materials for each HRC.
- Collaborate with each HRC operator to identify areas that technology can assist client in their goals.
- Create a program manual that includes: program structure, curriculum, and policy and procedures.
• Identify HRC operator's needs and limitations in housing a digital inclusion program.
• Be a part of the Salt Lake Valley Coalition to End Homelessness to bring awareness to digital equity within the homeless population.

Minimum Qualifications

• Full-time service for one year.
• High school diploma/GED
• At least 18 years of age.
• Must pass a criminal background check.

Working Conditions and Physical Requirements

• Duties are generally performed in a typical office environment.
• Ability to view data on a computer screen and/or paper for extended periods of time.
• Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

Ideal Candidate Profile

The ideal candidate will have the following knowledge, skills and abilities:

• Experience with diverse and vulnerable populations preferred.
• Proficient in MS Excel and Word; database experience very helpful.
• Understanding of the causes and responses to homelessness.
• Possess good organizational and time-management skills, demonstrate good judgment, excellent problem-solving abilities and always maintain a professional demeanor.
• Excellent interpersonal and communication skills.
• Friendly and comfortable interacting with internal and external stakeholders and community partners.
• A creative mind with an ability to suggest continuous improvements.
• Ability to exercise discretion and confidentiality.

How to Apply

Submit a resume and cover letter by email to kristina@homelessutah.org. Applications will be accepted until the position is filled.