



<b>Job title:</b>	<b>Digital Literacy VISTA</b>
<b>Reports to:</b>	Program Specialist
<b>Schedule:</b>	Full-time
<b>Location:</b>	Salt Lake City, Utah
<b>Closing Date:</b>	Open until filled
<b>Compensation:</b>	\$1,011 monthly living allowance

### **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](mailto:kristina@homelessutah.org). Applications will be accepted until the position is filled.