

Kramden Institute, Inc.

Position Title: Technology Instructor

Reports To: Education Manager

Type: Part-time, Non-exempt



Kramden Institute: Providing Technology Tools and Training to Bridge the Digital Divide.

Kramden Institute is a 501(c)3 nonprofit based in Durham, North Carolina. For more than 19 years, Kramden has led the charge in North Carolina to bridge the digital divide by providing technology tools and training. Every year, we collect thousands of computers from organizations and individuals, refurbish them and put them back into the community. What cannot be reused is responsibly recycled and disposed of through downstream, certified e-waste processors. Since our founding, we have distributed over 47,000 computers. In 2014, Kramden began education and training initiatives aimed at teaching basic digital literacy to members of the community in need and sparking an interest in STEAM (Science, Technology, Engineering, Arts and Math) in disadvantaged students.

Position Overview

Kramden is seeking a part-time Technology Instructor to join our team. This individual will teach Kramden's Basic Computer Skills course to adults in the community. The course consists of four two-hour classes: Computer Basics, Documents & Typing, Internet Basics, and Online Life. Classes will be scheduled in the evening and taught at Kramden Institute in Durham or at locations in the community. The position will consist of approximately four to eight hours a week through December 2022.

The Technology Instructor will:

- Utilize existing curriculum to prepare and teach classes
- Plan and organize instruction in ways that maximize student learning
- Maintain accurate attendance and participation documentation for each course offered at Kramden

Employment Requirements:

- Associate or Bachelor's degree or actively working towards a degree
- Ability to work evenings
- A working knowledge of computer technology, including operating system file structure, office programs, and internet searching
- Experience with multiple operating systems and an openness to learn how to navigate an open source OS
- Excellent verbal communication skills with ability to present ideas and information clearly
- Experience teaching or working with students of all ages
- Commitment to working with students from differing backgrounds and of varying levels of ability
- Attention to detail and outstanding organizational skills
- Ability to lift 25 lbs. regularly and repeatedly
- A valid driver's license and reliable transportation

Desired Background/Skills:

- A flexible and adaptive attitude toward teaching and curriculum design
- Excellent team skills and abilities to foster teamwork and teambuilding

Hourly Rate: \$20 an hour

To Apply: Please send a resume to jobs@kramden.org. Priority will be given to candidates who apply on or before September 11, 2022.