



Computer Skills Instructor

Operation ABLÉ, Inc.

Manchester, NH 03103

Hybrid remote

\$24 - \$28 an hour - Temporary

Full Job Description

Operation ABLÉ is looking for a seasoned professional who is willing to teach Computer Literacy; Office/Communication Skills; Windows; the Internet; and the Microsoft Office Suite (2013) to a diverse group of low-income adults. We are looking for someone with high energy, sound judgment, and excellent skills who will represent Operation ABLÉ and its participants in the very best way. Instruction will be presented in a hybrid format with in-person instruction taking place in Manchester, NH.

Operation ABLÉ of Greater Boston, a 501c(3) organization, is the only workforce development organization in the region that targets its services to meet the needs of the mature worker. The agency's mission is to provide employment and training opportunities to job seekers of all ages with a priority of serving the mature worker. ABLÉ is equally committed to servicing Massachusetts, New Hampshire and other New England employers by providing well-qualified candidates to meet their employment needs and by training employees so they can be as productive as possible at their jobs.

TITLE: Computer Skills Instructor

TEMPORARY: \$50 – 60,000

REPORTS TO: Program Manager

Qualifications:

The ideal candidate will have a minimum of five years of work experience teaching computer and office/customer service skills to adults. Remote teaching experience through ZOOM is a requirement. Experience as a case manager or employment specialist for a non-profit organization is considered a real plus along with attention to and appreciation for detail, flexibility, good sense of humor, and the ability to get and stay organized.

The **Skills Instructor** works collaboratively with each member of the program team to assist students to obtain the skills needed to successfully compete in the workplace. The

Instructor works with the Program Manager to assist in the development and delivery of products and services to ensure that ABLE participants have the most relevant skills needed in the workplace, as identified by industry standards and employer feedback.

- Conduct assessment interviews, evaluate prior test results, and participate in selection process.
- Develop curricula and teach skills training classes, both on a remote and in-person basis.
- Prepare materials and lessons appropriate for classes, including integration of work-related materials and topics in coordination with the Program Manager.
- Meet the instructional needs of the different students being cognizant of different levels of ability as well as different learning styles
- Work with students to develop and periodically review individual learning plans and weekly homework assignments.
- Prepare and file required forms in students' files e.g. mid-term self-evaluations, mid-term evaluations and skills check lists, etc.
- Maintain accurate attendance records; report absences and inform Program Manager of any student problems.
- Report student progress to program staff and record information in individual student records.
- Attend weekly staff meetings.
- Assist with outreach, recruitment, and orientation of participants.
- Assess and place participants in classes.
- Participate in the development of career development activities in conjunction with the Program Manager.
- Meet with Program Manager in regular meetings to discuss class observations, materials, and teaching.
- Performs other duties as requested.

Operation ABLE of Greater Boston, Inc. will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Operation ABLE of Greater Boston, Inc. welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

Please send your resume and cover letter to:

Deborah Delman, SCSEP Program Director
Operation ABLE of Greater Boston, Inc.
98 North Washington Street, Suite 200
Boston, MA 02114
ddelman@operationable.net
Phone: 617.542.4180
FAX: 617.542.4187

Job Type: Temporary

Pay: \$24.00 - \$28.00 per hour

Schedule:

- 8-hour shift
- Day shift
- Monday through Friday

Ability to commute/relocate:

- Manchester, NH 03103: Reliably commute or plan to relocate before starting work (Required)

Work Location: Hybrid remote in Manchester, NH 03103