



## Position Title: Digital Literacy Instructor

**Supports:** Better Employment Together (BET)

**Position Summary:** Catholic Charities of the East Bay seeks a volunteer to work with our students in our computer lab, guiding them through basic computer skills. **Bilingual (Spanish/English) speakers are strongly preferred.** The volunteer will assist with our current lesson plan which includes: typing skills, understanding and setting up email accounts, document creation, taking advantage of online resources (such as citizenship exam study materials) and basic computer security/safety awareness. Ideally, classes will be taught in English and Spanish since many of our students speak limited English. We are looking for a volunteer willing to commit to teaching class on a weekly basis. Afternoons/evenings are strongly preferred.

### Requirements:

- Bilingual (Spanish and English)
- Must complete a Live Scan background check to be paid by CCEB
- Must complete a brief online training in recognizing and reporting abuse
- Must volunteer 4-6 hours per week for at least 3 months

### Agency Culture:

Catholic Charities East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.

Digital Literacy  
Instructor

Location:  
Richmond