



Community Learning Specialist

About Do Space

Do Space is the first technology library in the United States, designed to empower our community with access to technology and innovative learning experiences. Do Space is operated by Community Information Trust, a 501c3 nonprofit organization.

Do Space is a technological space for thinkers, makers, learners, and doers. At Do Space, you can do — improve your life, change jobs, learn something, scratch a creative itch, or start a business.

With over 80,000 members, Do Space has reached households, entrepreneurs, and individuals in the Omaha area. Do Space has also been recognized nationally for its innovative model and is committed to making tech accessible for all.

Do Space supports digital equity in the Omaha community, boosts digital skills, and drives innovation, creativity, and invention throughout the region.

Location: On site at 7205 Dodge St, Omaha, NE

Classification: Specialist: Part-Time (20hrs a week), Non-Exempt. This position is responsible for specific functions within the Program Department and has no direct reports.

Pay Grade: \$17 min - 19 max/ hour

The Position

Reporting to the Community Learning Manager, Community Learning Specialists are responsible for teaching and coordinating classes, workshops, and special events for Do Space members of all ages, backgrounds, and levels of ability. The Community Learning Specialist's work contributes to Do Space's ultimate goal to drive technology education and literacy in the community.

Key Responsibilities

- Coordinates with partner organizations to schedule technology-based classes and learning opportunities for all audiences.
- Works with the Community Learning Team to develop new ideas and strategies for encouraging technology literacy.
- Coordinates Do Space technology programs and events, and lead other technology classes for children, teens, adults, and/or older adults.
- Assists presenters, teachers, speakers and volunteers with set-up, tear-down, and use of Do Space hardware and software during classes and workshops.
- May assist members of the community with technology questions at the tech help desk and instructs them on the use of Do Space in-house hardware and software, and assists members with the borrowing of equipment.
- Provides an outstanding customer service experience to the community.
- Performs other related duties as assigned.

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Minimum Requirements

- High school diploma or GED.
- Basic technology skills in word-processing, email, web browsing/searching. Programming experience preferred.
- Demonstrated proficiency and comfort with a variety of hardware and software products.
- Experience teaching and leading classes, workshops, and other learning opportunities.
- Experience serving people of diverse ages and backgrounds.
- Excellent written/verbal communication and customer service skills.
- Ability to exhibit leadership, sound judgement, and professional demeanor in all interactions.
- Personal qualities of integrity, credibility, and a commitment to and passion for serving the people of Omaha.
- Must be outgoing, creative, and comfortable leading groups of all ages.
- Bilingual ability a plus in serving our diverse community.
- Research and/or creative writing experience a plus.

This job is perfect for you if:

You're passionate about technology and you're eager to learn more.

You enjoy meeting new people and working directly with the community.

You're not satisfied with the status quo.

You value diversity and equity in the workplace.

You view failure as a learning opportunity.

You move quickly, and hustle to find ways to overcome obstacles.

You're comfortable with being uncomfortable.

You take pride in mentoring others.

You have a "whatever it takes" work ethic.

You have a sense of humor and an imagination.

You'd thrive in a position where every single thing you do, you're making a difference.

To Apply

Email your completed Do Space application, resume, salary expectations, and a statement as to why you are the perfect person for this position to the Community Learning Manager, Timina Brice, at jobs@dospace.org. The application is available online at <https://goo.gl/YkbJV4>.

Community Information Trust is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender (including pregnancy, childbirth, or other related medical conditions), sexual orientation, gender identity, gender expression, national origin, age, disability, veteran status, or any other applicable legally protected characteristics.