Job Title: Computer Skills Instructor

Mai Family Services
To apply, please contact:
STOPinfo@maifamilyservices.com

This position is a PAID, contract position for the duration of the grant starting April 1, 2017.

Job Summary

Mai Family Services is a community-based not-for-profit organization which, for over 30 years, has provided assistance to South Asian families and individuals in need. Our mission is to provide confidential and professional intervention services as well as promoting awareness of mental health issues, domestic violence and other issues through community education and outreach.

The Empowerment Program is offered by Mai Family Services as part of a STOP Grant from the state of Michigan to offer tools to survivors of domestic/sexual violence that will lead them to self-sufficiency. This position is responsible for developing and conducting a computer skills program.

Essential Duties
1. Provide computer skills instruction to students at various knowledge levels, including little to no prior knowledge of subjects
2. Support curriculum development and writing
3. Keep records of daily attendance and progression of assigned students
4. Supervises use of computers and technology equipment, prepares room and closes room for computer use
5. Perform other related duties as assigned
6. Create program success stories showcasing program and participant accomplishments

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
- A Bachelor's degree is required and experience working with computer students.
- Excellent verbal communication and presentation skills,
- Previous experience working to empower women preferred.
- Experience in computer skills education.
- Ability to work in a team environment.
- Willingness to work some evenings and weekends.

Supervision Received: Coordinator of Grant, Program Manager and/or Program Assistant

How to Apply
Please e-mail a cover letter detailing your relevant experience and resume to *STOPinfo@maifamilyservices.com* indicating "**Computer Skills Instructor**" in the subject line. We will accept applications and interview candidates on a rolling basis until the position is filled.

Please note: As a part of our hiring process, a confidentiality agreement must be signed and a background check will be performed for the potential candidate.