Hope Center
Computer Lab Assistant

The mission of the Hope Center is to build relationships with our neighbors by sharing the gospel of salvation with them through word and service, by providing English classes, English tutoring, citizenship tutoring, and immigration services.

Position Summary:
This position will assist adults who are English Language Learners to navigate the computer system and English Language software.

RESPONSIBILITIES:
- ➢ To assist in the operation of a computer lab; to provide ongoing assistance to students and to perform a variety of tasks relative to assigned area
- ➢ Introduce students to various computer experiences for the purpose of increasing knowledge, skills and abilities in use of English Language software.
- ➢ Monitor activities and behavior of students during computer laboratories to ensure adherence to appropriate conduct and use of computers.
- ➢ Perform related duties as assigned
- ➢ Maintain an attractive and functional lab; perform preventative maintenance on computers, including weekly cleaning of mouse, screens and keyboards.
- ➢ Maintain confidentiality of all students receiving services.

QUALIFICATIONS:
- • Knowledge of operations of computer hardware and software and peripherals and of an instructional computer lab, Computer operating systems
- • Methods of providing assistance to learners.
- • Have an ability/eagerness to work in a cross-cultural setting
- • Bi-Lingual Helpful (not required)

Experience:
One-year experience in educational technology preferred.

This position has flexibility in working hours and is available as a volunteer or unpaid internship.

If interested in this position, applications for the Hope Center at located on the Shoreline Community Church Website at http://shorelinechurch.com/Ministries/Hope/Hope.html
For questions, contact Diane Martinez at diane.martinez@immigranthope.org