



Saint Paul Neighborhood Network
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www.spnn.org

Job Title: Director, Community Technology Empowerment Project
Reports To: Executive Director
Status: Full time, exempt
Location: In-office, Twin Cities, MN
Compensation: Annual salary of \$57,000-\$62,000, health and dental insurance, employer match for retirement, life insurance, long term disability, professional development, vacation and sick time.

St. Paul Neighborhood Network (SPNN) is seeking a director to lead our Community Technology Empowerment Project (CTEP). CTEP is an AmeriCorps program aimed at eliminating the digital divide by helping youth and adults use technology to better access social, civic, and economic opportunities. We recruit and place 35 AmeriCorps members across the Twin Cities in nonprofit organizations, public libraries, and workforce centers to teach basic computing, resume building, job search, and media skills.

You are:

You are an experienced leader with a keen eye for the details that go into working with a federal grant. You understand the necessity of basic digital fundamentals in advancing career, civic, and social opportunities. You get the challenges and opportunities of national service, maybe because you served a year or two in an AmeriCorps position. You have the ability to work with partners at a variety of nonprofit and government institutions and identify places where a CTEP AmeriCorps member can make a real difference.

What you get to do:

- Work with ServeMinnesota, the Corporation for National and Community Service (CNCS), and other local funders to complete all financial and performance reports as required by each funding source
- Liaise with site supervisors at partner organizations
- Implement policies to ensure program is in compliance with all federal regulations
- Lead completion of CNCS federal grant with assistance from SPNN's Executive Director and others
- Seek out new CTEP collaborations with local community organizations
- Participate in leadership team meetings with other SPNN program directors to shape overall organizational strategy and policy
- Recruit new CTEP members to serve one year terms of service
- Supervise our outstanding CTEP Program Manager

What we need from you:

- Bachelor's degree or equivalent professional experience
- 4 years of experience to include program and people leadership
- Detail orientation and organizational skills to manage multiple projects simultaneously
- Strong written and verbal communication skills
- Experience leading and facilitating group exercises and trainings
- Familiarity with issues of accessibility, inclusion, volunteer management, community media, and civic engagement

- Humility, a positive attitude, a sense of humor, and the ability to ask questions and learn new things.
- Past participation with national or community service programs like AmeriCorps or VISTA (preferred)

About SPNN

St. Paul Neighborhood Network (SPNN) is a 501(c)(3) non-profit community media center serving St. Paul, MN, and the Twin Cities metro area. Based in the understanding that meaningful social justice cannot occur without access to media and technology, our mission is to empower people to use media and communications to make better lives, use authentic voice, and build common understanding.

- **Programs:** Our Programs Team educates the community in a variety of media production techniques through courses and workshops. They offer equipment, studio space and computer facilities for community members to create media and tell important stories.
- **Productions:** The Productions Team at SPNN produces programming for broadcast on SPNN's channels. It covers a wide-range of issues and events in St. Paul and its surrounding communities. Productions creates and produces video and digital media for any number of individuals and organizations.
- **Community Technology Empowerment Project (CTEP):** This AmeriCorps program bridges the digital divide for new Americans and low-income communities in Minneapolis and St. Paul. AmeriCorps members help youth and adults use technology to better access social, civic, educational and economic opportunities.

Visit www.spnn.org for more information about the organization.

To apply

Please email a resume and cover letter to careers@spnn.org with the subject heading "CTEP Director." If you are unable to submit documents electronically, you may drop off materials at SPNN during open hours.

St. Paul Neighborhood Network is focused on building a racially diverse and inclusive workforce. If you're excited about this role but do not meet 100% of the qualifications above, we encourage you to apply. SPNN seeks to foster equal opportunity for all to obtain employment, education, public accommodation, and access to media and technology without regard to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, class, creed, mental or physical disability, or status with regard to public assistance and strictly in accord with their individual merits as human beings.