



Computer Instructors Needed

Job Description Overview

The eKnox program, created and administered by the Knoxville Chamber, provides free, hands-on digital literacy training for Knox County residents of underserved communities through partnerships with local non-profit organizations. Participants receive 15 hours of classroom instruction typically delivered in 1.5-hour sessions twice a week for 5 consecutive weeks, and a free new laptop upon graduation. Lead Instructors teach prepared curriculum and can be supported by Assistant Instructors. Train-the-trainer will be provided with pay by the Chamber. Classes start mid-October at non-profit partner sites during mornings, afternoons, and evenings. See back for locations in need of instructors.

Lead Instructor

- **Role:** Teach adult learners basic computer skills using a prepared curriculum.
- **Schedule & Pay:** Independent contractor, \$22/hr, up to 17 hrs per 5-week cohort (two 1.5 hr sessions weekly + train-the-trainer).
- **Duties:** Lead classroom instruction, engage students, collaborate with assistant instructors, maintain professional communication, track attendance, administer pre-class and post-class surveys.
- **Requirements:** Proficiency in Google Apps and/or Microsoft 365, social media, Zoom, Teams; and communication; ability to foster a positive learning environment.
- **Preferred Skills:** Teaching experience, Microsoft Office, Teams, online safety, Knox County Schools platforms, Canvas, Aspen, Parentsquare, telehealth experience, bilingual a plus.

Assistant Instructor

- **Role:** Support the Lead Instructor instruction by helping students during class.
- **Schedule & Pay:** Independent contractor, \$15/hr, up to 27 hrs per 5-week cohort (two 1.5 hr sessions weekly + setup/cleanup + train-the-trainer).
- **Duties:** Set up/lock up Chromebooks, assist participants with questions, return room to previous order.
- **Requirements:** Proficiency in Google Apps and/or Microsoft 365, strong communication skills, professional demeanor, ability to foster a positive learning environment.
- **Preferred Skills:** Some teaching experience, Microsoft Office, Teams, online safety, Knox County Schools platforms, Canvas, Aspen, Parentsquare, telehealth experience, bilingual a plus.

If interested please contact Digital Literacy Coordinator:
Earl Loss at eloss@knoxvillechamber.com

The eKnox Community Digital Literacy Program is funded under a grant contract with the State of Tennessee.



Site Partner Class Locations

In Need of Instructors

- **CAC** - LT Ross Building, 2247 Western Ave, Knoxville, 37921 **English*
- **Head Start** **English & Spanish*:
 - **Anderson** - 4808 Prospect Rd., Knoxville, 37920
 - **East II** - 2330 Prosser Rd., Knoxville, 37914
 - **North Ridge Crossing** - 1008 Breda Dr., Knoxville, 37918
 - **Western Heights** - 1101 West Oldham Ave, Knoxville, 37921
- **Maynard Elementary** - 737 College Street, Knoxville, 37921 **Spanish*
- **Washington Pike United Methodist** - 2241 Washington Pike, Knoxville, 37917 **Spanish*

Bilingual Instructors Needed for These Languages:

- Arabic
- Akateko
- Dari
- French
- Kurundi
- Spanish
- Swahili

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