

**Hope Digital Literacy Project**  
**Digital Literacy Resource Specialist / Project Director**  
**Job Description**

**Summary:**

Esperanza College of Eastern University seeks a full-time Digital Literacy Resource Specialist & Project Director to implement the Hope Digital Literacy Project, a two-year initiative to bring the benefits of internet access and digital literacy to the predominantly Latino neighborhoods of North Philadelphia.

**Key Responsibilities:**

- Oversee the project's implementation and movement towards target objectives.
- Bring insights in the digital literacy space and will serve as the primary point of contact with the consortium partners, as well as outreach teams, ECEU's leadership and students, workforce providers and project evaluator.
- Provide oversight and tracking of program budget, primary point of contact for finance department and internal budgetary stakeholders
- Oversee the development of messaging about the benefits of internet access and regular training events for different types of users.
- Develop and deliver quarterly trainings (preferably in English and Spanish) to collaborative partners and staff for amplification within their various programmatic divisions, clients and stakeholders, including creating video tutorials.
- Oversee the successful implementation of assessment and evaluation activities.
- Coordinate across the opportunity community campus serving 25,000 to ensure the Hope Digital Literacy Project is embedded both in the HSI and in the community at large, connecting individuals and families to resources to maximize the impact of the project.
- Provide data for ongoing program refinement.

**Qualifications:**

- Bachelor's degree required, Master's degree preferred
- Oral and written fluency in English and Spanish
- Demonstrated strong project management skills and organizational ability
- Demonstrated ability to manage and track project finances and budget
- Strong technology skills, ability to adapt to new technology and navigate the digital landscape
- Understanding of digital literacy and internet connectivity
- Excellent communication skills
- Ability to trouble shoot instructional technology matters
- Effective oral and written communication skills
- Understanding of the challenges of limited technology and connectivity access

**Salary & Benefits:** Annual salary of approximately \$75,000 - \$80,000 depending on experience, as well as a comprehensive benefits package that includes paid time off, health insurance, dental insurance, disability insurance, 401(k) with matching contributions.

Timeline: The Digital Literacy Resource Specialist/Project Director will be hired for an initial two-year (24 month) period with the possibility for additional time based on the availability of funding.

**Please send your cover letter and resume if interested: [mmarsh@esperanza.us](mailto:mmarsh@esperanza.us).**