



ODLI Intern Position Description

Position Overview:

Orleans County Digital Literacy Initiative (ODLI) interns will provide one-on-one or small group instruction to community members on using the Internet and electronic devices with the goal of helping our community members gain equitable access to services and tech resources. For example, interns might help community participants learn how to use a new device; do basic troubleshooting; access online resources; use online communication systems like email, video conferencing, social media; level up tech skills for employment; or any other tech skill related to digital literacy.

Interns can expect to utilize and gain many concrete tech skills that are advantageous to any career path. Interns will also develop many soft skills, such as communication and public speaking, related to mentoring and public service experiences. Internships could be related to human services, public service, education, or information technology. This is an unpaid internship.

Intern Responsibilities and Learning Objectives:

- Provide one-on-one mentoring instruction to community members on using electronic devices and web-based resources in a way that is meaningful to them.
- Broaden and deepen digital literacy, communication, and public speaking skills.
- Utilize the Orleans Digital Literacy Initiative curriculum to support participant learning.
- Provide participants with participant survey and complete mentor survey after each session.
- Participate in ODLI meetings and community outreach meetings as needed.
- Participate in various ODLI projects as needed related to community outreach.
- Help develop tech training materials or other program projects as needed.
- Receive ongoing support via weekly supervision and ongoing digital literacy mentor trainings.

Internship Benefits:

- Ongoing professional development and support:
 - Interns will receive both tech training and train the trainer training.
 - Internship will begin with shadowing an experienced mentor prior to starting mentoring on own.
- Flexible schedule.
- Engage in ongoing mentoring, building rapport and helping individuals gain tech skills for self-sufficiency.
- Opportunities to participate in ODLI and community meetings and establish professional relationships with collaborating organizations in Orleans County.
- Potential to contribute to community outreach and program development efforts.

Position Requirements:

- Must be currently enrolled in a degree program. Recent graduates are encouraged to apply as a volunteer.
- Basic tech and communication skills desired.
- All degree programs accepted. Recommended programs: public service, education, information technology.
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity.
- Successful candidates have a willingness to learn new skills and a desire to help others become technologically self-sufficient.

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Application Procedure:

E-mail cover letter, resume, and references to Kathryn Leach, Digital Literacy Program Coordinator, at Cornell Cooperative Extension Orleans County. Feel free to call or e-mail with any questions.

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

Contact info:

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Submission Deadline:

Last Updated: 10/29/2021