



House of Peace & Education, Inc. (HOPE)

Computer Instructor Job Posting

*Dynamic nonprofit seeks experienced, skilled and passionate instructor to join our HOPE for Women Computer and Customer Service Job Training team!
Help low-income women gain the skills they need to succeed!*

Job Description

The House of Peace & Education, Inc. (HOPE) located in Gardner, MA, seeks an experienced and certified computer instructor to teach adult learners all aspects of keyboarding, basic Windows Operating System and Microsoft Office applications using individualized instructional techniques in the classroom. The successful candidate should be creative, flexible, and committed to the mission of HOPE. The candidate will also be able to employ varied instructional strategies needed to meet students' different learning styles.

Duties include but are not limited to:

- Providing instruction in Microsoft Office 2007, including Word, Excel, Access, PowerPoint, and Outlook
- Working collaboratively with other staff members to develop and enhance the training program
- Assisting students with formatting of resumes and cover letters
- Attending staff meetings and organizational functions
- Creating lesson plans
- Maintaining student records and data to track student progress and retention
- Assisting with intakes of new students
- Maintaining and expressing enthusiasm and commitment to helping students learn

Qualifications:

- BS in Computer Science or related field,
- A minimum of two years computer teaching experience
- Excellent communication and organization skills

Part time position, 18-20 hours per week. Competitive pay.

To Apply

Send resume and cover letter no later than **July 23, 2010** to:

Joanne Foster, Executive Director, HOPE, 20 Barthel Avenue, Gardner, MA 01440

or via email to: jfoster@hopegardner.org. (Please put Computer Instructor in the subject line).

About HOPE

Founded in 1996, HOPE seeks to empower low-income women and children to believe in themselves, learn new skills and to use these skills to live their best possible lives. HOPE's activities are centered on two core programs: *HOPE for Women*, a job training and self sufficiency program for low-income women in transition, and *HOPE for Kids*, an afterschool and summer tutoring and mentoring program for 200 at risk youth in grades k-12.

To learn more about HOPE, check out our website at www.hopegardner.org.