

RFP: Digital Literacy Consultants

Summary: Two contract consultants are needed to assist with a Digital Literacy design project:

- An online design specialist to develop an online assessment for basic digital literacy standards which have been developed through a community process. Approximately 600 hours over nine months. Skills required:
 - Ability to utilize Articulate, Adobe Captivate or similar software incorporating simulations, audio, and video.
 - Ability to develop online materials accessible to low skilled adults.

- An Educational Specialist to work with the online design specialist, to help insure assessment is relevant and accessible to low skilled adults. Approximately 360 hours over nine months. Skills required:
 - Understanding of needs and barriers confronting low skilled adults.
 - Experience teaching Adult Basic Education.
 - Ability to provide input informing development of online assessment that will be relevant to the needs and abilities of low skilled adults.

- Both positions require:
 - Comprehensive knowledge of digital literacy.
 - Excellent communication skills (in group settings, one-on-one, and online).
 - Understanding of and ability to work collaboratively with diverse representatives from a variety of community organizations (libraries, workforce centers, community based nonprofits, etc.)
 - Ability to organize and complete complex tasks.

Background: The St. Paul Community Literacy Consortium and professionals from community based non-profits, libraries, school district and non-profit ABE programs, state agencies, and other organizations to have developed *"a commonly accepted set of digital literacy standards that will facilitate empowerment of adults needing technology skills for daily living, employment preparation, and/or transition to higher education."*

The Northstar Digital Literacy/Core Computer Literacy Standards are designed to help low-skilled adults perform a variety of daily tasks on the computer and online. The primary focus is to help people gain basic digital literacy skills needed to search for, obtain, and succeed in entry-level jobs. For more information, see http://spclc.themlc.org/Digital_Literacy_Standards.html

The Friends of the St. Paul Public Library has obtained funding to develop, market, and implement a comprehensive assessment based on the standards, in collaboration with the St. Paul Public Library and the St. Paul Community Literacy Consortium.

Application: Job descriptions are attached. Please email application, including relevant skills and experience, to thysom@real-time.com by July 6, 2011.

Online Design Specialist Job Description

Summary: An online design specialist is needed to develop an online assessment for basic digital literacy standards which have been developed through a community process. This will include working with IT staff to provide online access to the assessment.

Duration: Approximately 600 hours over nine months.

Contracting Firm: Friends of the St. Paul Public Library, working with the St. Paul Community Literacy Consortium and the St. Paul Public Library. Will work directly with project coordinator, educational specialist, evaluator(s), and a variety of community organizations.

Skills required:

- Ability to utilize Articulate, Adobe Captivate or similar software incorporating simulations, audio, and video.
- Ability to develop online materials accessible to low skilled adults.
- Knowledge of and ability to utilize ADA/universal design standards in design work.
- Comprehensive knowledge of digital literacy.
- Excellent communication skills (in group settings, one-on-one, and online).
- Understanding of and ability to work collaboratively with diverse representatives from a variety of community organizations (libraries, workforce centers, community based nonprofits, etc.)
- Ability to organize and complete complex tasks.
- Ability to problem solve.

Educational Design Specialist Job Description

Summary: An Educational Specialist to help insure an online assessment being developed is relevant and accessible to low skilled adults.

Duration: Approximately 360 hours over nine months.

Contracting Firm: Friends of the St. Paul Public Library, working with the St. Paul Community Literacy Consortium and the St. Paul Public Library. Will work directly with project coordinator, educational specialist, evaluator(s), and a variety of community organizations.

Skills required:

- Understanding of needs and barriers confronting low skilled adults.
- Experience teaching Adult Basic Education.
- Ability to provide input informing development of online assessment that will be relevant to the needs and abilities of low skilled adults.
- Knowledge of and ability to utilize ADA/universal design standards in educational work.
- Comprehensive knowledge of digital literacy.
- Excellent communication skills (in group settings, one-on-one, and online).
- Understanding of and ability to work collaboratively with diverse representatives from a variety of community organizations (libraries, workforce centers, community based nonprofits, etc.)
- Ability to organize and complete complex tasks.
- Ability to problem solve