



Technical Instructor (Contract)

About Minnesota Tech for Success

Minnesota Tech for Success creates digital equity for students by partnering with schools and educational organizations to provide technology access, engaging STEM programming, and IT workforce development in underserved communities.

We refurbish and recycle donated computers and redistribute them to schools and students. Our programs give students of all ages the skills and confidence they need to succeed in school and begin a successful career in information technology.

Reports To: Program Director

Position Summary

This is a contract opportunity with the potential for full time employment.

We are looking for a technology instructor to lead digital literacy and IT training courses for *MTFSLearn*, our Workforce Development and Training division. As an instructor, you will be leading live online classes, working directly with students to help them achieve their career goals. Applicants should have a passion for technology, teaching, and building digital equity.

Key Job Responsibilities

- Lead synchronous, online classes to work with adult students to prepare for entry level IT jobs
- Hold regular office hours outside of scheduled class times to provide additional one-on-one instruction, feedback, and support to students
- Design courses and curriculum to best help students be successful in the program and in their career
- Aid students in building “soft skills” (professional communication, email etiquette, resume, and interview skills) to excel at their first IT job

Key Qualifications

- Previous teaching, tutoring, or job training experience
- 2+ years of experience in a technology-focused role
- Strong familiarity with Microsoft 365
- Exceptional verbal and written communication skills
- Experience working with disadvantaged communities
- Demonstrated understanding of cultural competence
- Ability to work independently and with a team



techforsuccess.org
info@techforsuccess.org
612.383.2400

Minnesota Tech For Success
504 Malcolm Ave SE, Suite 100
Minneapolis, MN 55414

Preferred Qualifications

- At least one certification preferred: CompTIA A+, Cisco CCNA, Microsoft certifications
- Experience teaching technical curriculum for new learners
- Understanding of the IT industry and outlook
- Ability to manage a diverse class of students while providing top notch support

Salary and Hours

- Competitive salary based on experience.
- Specific hours to be discussed. Classes are generally held on weekday afternoons and evenings. Instructors should make themselves available for office hours 1 hour per live class session taught.

To Apply: Email cover letter and resume to Jeff Coltman, jcoltman@techforsuccess.org

Our Commitment to Diversity and Inclusion

We are an Equal Opportunity employer. We seek motivated and qualified candidates and value every background, identity, and experience. We believe in the strength of diverse and inclusive teams and are dedicated to creating a workplace where every person is respected, heard, and has opportunities to thrive.



techforsuccess.org
info@techforsuccess.org
612.383.2400

Minnesota Tech For Success
504 Malcolm Ave SE, Suite 100
Minneapolis, MN 55414