

REQUEST FOR RESUMES

Houston County is seeking experienced Digital Skills Training Instructors to facilitate 3 comprehensive 15-hour digital skills training programs. The ideal candidates should possess strong instructional skills and a deep understanding of basic digital tools and applications. The training programs will take place at the Community Connections Center, located at 175 Hill Street, Erin, TN. 37061. This program is part of the Tennessee Department of Economic and Community Development's Broadband Ready Communities Grant program.

Trainers will conduct 15-hour (per class) of engaging and hands-on training sessions focused on essential digital skills, which can include computer literacy, internet navigation, basic software applications, cybersecurity awareness, or pre-approved subject matter topics relating to one of the above topics. Curriculum for the class will be provided by Tech Goes Home Tennessee (TGH).

The training program will consist of 15 hours, distributed over a schedule to be determined based on participant and instructor availability. A total of 7 courses will run from September 2025 to July 2026. Trainers must be available for either day or night classes. Remuneration is \$1,000.00 stipend per class completion.

Specifications on trainer qualifications and responsibilities can be obtained by calling the Houston County Mayor's Office at (931) 289-3633 or obtaining such in person at the Mayor's Office at 4725 E. Main St, Erin, TN 37061 between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

Resumes can be submitted via email, postal mail or in person at the Mayor's Office between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

To submit resumes by email, please send to: Rachael Mathis, Executive Assistant to the Mayor at rachael.mathis@houstoncountyttn.gov , Cc Becca Arrington at rebecca.arrington@houstoncountyttn.gov

Houston County is an equal opportunity provider and employer.