

REQUEST FOR RESUMES

Houston County is seeking an experienced Digital Skills Training Instructor to facilitate a comprehensive 15-hour digital skills training program. The ideal candidate should possess strong instructional skills and a deep understanding of basic digital tools and applications. The training program 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.

The trainer will conduct a 15-hour engaging and hands-on training session 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).

Two training programs will be conducted in October 2026. Each will consist of 15 hours, distributed over a schedule to be determined based on participant and instructor availability. The trainer must be available for both day and night classes. Instructors will be paid a \$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

Resumes will be received from August 21, 2026 through September 4, 2026 by 2:00p.m. local time.

Houston County is an equal opportunity provider and employer.