

Job Description

Job Title:	Digital Navigator Trainer for Hudson Valley Connected
Reports To:	Program Manager
FLSA Status:	Contract
Prepared Date:	July 31, 2026
Payment:	\$10,000

Project: *Hudson Valley Connected: Increasing Digital Literacy Through Library Services*
Grant Funded By: ConnectALL Capacity Grant
Fiscal Agent: Westchester Library System (WLS)
Duration: September 2026 - December 2027

Position Summary

The Digital Navigator Trainer is responsible for training Digital Navigators within the *Hudson Valley Connected: Increasing Digital Literacy Through Library Services* program. The person in this position will help develop and implement the curriculum, and periodically engage with active cohorts of Digital Navigators via listservs and office hours. The trainer is responsible for making certain deliverables are met according to the training calendar.

Essential Duties and Responsibilities

The Digital Navigator Trainer will train new Digital Navigators and provide ongoing support.

Timeline and Disbursement

- September 2026: Develop curriculum, meet with Program Management staff to outline roles & responsibilities.
- October 2026 - December 2026: 1st cohort of Navigators, led by NDIA, the trainer will shadow on this cohort.
- January 2027 - March 2027: 2nd cohort of Navigators, led by contractor
- April 2027 - June 2027: 3rd cohort of Navigators, led by contractor
- July 2027 - September 2027: 4th cohort of Navigators, led by contractor
- November - December 2027: evaluation and data analysis, program wrap-up

Payment schedule:

Cycle 1, December 2026: \$ 3,333.00

Cycle 2, June 2027: \$ 3,333.00

Cycle 3, December 2027: \$ 3,334.00

Training & Curriculum Development

- Develop curriculum development timelines
- Work with the Program Manager to confirm that implementation aligns with grant objectives and reporting requirements.
- Collaborate with the National Digital Inclusion Alliance trainer for curriculum development.
- Develop curriculum and collaborate with the curriculum development vendor, Granite Hearth.
- In collaboration with L&G, the vendor for evaluation services, maintain ongoing evaluation and assessment of training effectiveness.

Training Implementation

- Starting with the second cohort, lead the Digital Equity training portion of Digital Navigator training. (six-hour commitment)
- Lead at least one office hours per month
- Actively contribute to the listserv and respond to inquiries from the Navigators as applicable.

Ongoing Cohort Interactions

- Work with the library system staff and active Navigators to build partnerships with libraries and community-based organizations to support digital equity efforts.
- Provide leadership in regional digital equity planning and coalition building.
- Maintain and update digital literacy resources for library staff using platforms such as LibGuides.

Qualifications

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements and competencies below represent the required knowledge, skill, and ability.

- **Instructional Skills:** Knowledgeable about and employs a variety of instructional techniques, including direct instruction, lecture, demonstration, discussion, inquiry, brainstorming, experiential learning, reading for meaning, role playing, and wait time; synthesizes complex or diverse information; collects and researches data; designs work flows and procedures; exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Communication:** Ability to read, analyze, synthesize and interpret complex and diverse information; ability to express and present ideas clearly and effectively, both orally and in writing, for audiences of managers, clients, customers, and the general public; reads and listens for clarification; responds well to questions; speaks or writes clearly to report, correspond, persuade, advocate; demonstrates group presentation skills; and participates in meetings.
- **Professionalism:** Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continually build knowledge and skills; shares expertise with others; looks for ways to improve and promote quality; gives and welcomes feedback; adapts to changes in the work environment; manages competing demands.

Education and Experience

Master's degree (MLS, MLIS) from an ALA-accredited institution.

Experience with Digital Navigators or equivalent Digital Equity experience.

Experience in developing and/or delivering curriculum-based instruction or presentations.

Other Skills and Abilities

- Familiar with, or demonstrates the ability to become familiar with, the unique relationship between libraries and library systems in New York State.
- Thorough knowledge of modern library organizations, procedures, policies, goals, and services.
- Keeps abreast of current Digital Equity trends by reading, networking with colleagues, and attending workshops and conferences.

Physical Demands

A contractor must meet the physical demands described here to successfully perform the job's essential functions.

Travel may be required within the nine-county service region

While performing the duties of this job, the contractor is regularly required to move about the office. The contractor will also need to remain stationary for long periods. The contractor is required to communicate with staff and members frequently. They must be able to exchange information in these situations.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level is usually that of a moderate office work environment. The library system offers remote work options based on current system policies.

Job Announcement

Hudson Valley Connected, a grant-based Digital Navigator program administered by Westchester Library System, is seeking a Digital Navigator trainer. This is a grant-based, part-time contract that runs from September 2026 through December 2027. The trainer will work directly with the Program Manager to develop and deliver curriculum in order to lead three cohorts of Digital Navigator training in 2027.

The Digital Navigator Trainer is responsible for training Digital Navigators within the *Hudson Valley Connected: Increasing Digital Literacy Through Library Services* program. The person in this position will help develop and implement the curriculum, and periodically engage with active cohorts of Digital Navigators via listservs and office hours. The trainer is responsible for making certain deliverables are met according to the training calendar.

Required for the trainer:

- Master's degree (MLS, MLIS) from an ALA-accredited institution.
- Experience with Digital Navigators or equivalent Digital Equity experience.
- Experience in developing and/or delivering curriculum-based instruction or presentations.

Stipend:

\$10,000 on successful completion of the grant requirements.

Application Process:

Please send the following documents in .pdf format (separately or combined together) to position@senylrc.org:

- Your resume
- A letter of interest describing your interest and experience with Digital Navigators.
- The name and contact information of a person, other than a relative, who knows you well and can be a reference. The reference can be a current or former teacher, employer, or community leader. Include the person's name, school, workplace, or organization through which they know you, and contact information, including phone and/or email.

Applications will be reviewed upon submission