



Cybernaut Multimedia Assistant - Los Angeles Public Library

JOB DESCRIPTION

Cybernauts provide basic computer assistance to Los Angeles Public Library patrons of all ages. Cybernauts' technological skills allow them to aid patrons in using computers, wireless devices, software applications, databases, and E-media resources. As an entry level employment opportunity, Cybernauts gain meaningful work experience and training while helping to improve the digital literacy of their communities. They also teach community workshops on a monthly basis and assist with digital literacy classes when needed. They may also be given an opportunity to create new curriculum if needed and interested. Cybernauts will be assigned to a Los Angeles Public Library branch for 15 hours a week, five days a week, during afternoon hours (except for Central Library).

For a list of current branch openings, please scan the QR code or visit our job site at: www.mcscalifornia.com/cybernaut-job-posting



SCAN ME

ESSENTIAL JOB REQUIREMENTS

- Excellent computer skills with knowledge of Microsoft Office (Word, Excel, etc.) and Google Applications (Gmail, Docs, Drive, etc.)
- Familiarity with the Internet, cloud computing, and popular social media platforms
- Knowledge of various library-provided electronic resources
- Experience using smartphones, tablets, and e-readers
- Familiarity with Mac/PC and iOS/Android operating systems
- Strong customer service skills
- Able to attend three paid mandatory Professional Development Training sessions a year

QUALIFICATIONS

- High School Diploma or GED (AA or BA preferred but not required)
- Bilingual capability (preferred but not required)
- Background check required
- Applicants must be 18 years and older

COMPENSATION

- \$20/hour, 15 hours/week

BENEFITS

- Eligible for 40 hours of Sick Leave benefits
- Additional paid optional training providing Professional Development Opportunities and Networking

TO APPLY

Send your resume to Michael Chavez, Cybernaut Case Manager at MCS: michael.chavez@lapl.org. Please include in your email which branch location(s) you are interested in and how you heard about this job.

Spanish speaking bilingual candidates needed for these locations:

- Panorama City – 14345 Roscoe Blvd, Panorama City, CA 91402
- Junipero Serra – 4607 S. Main St Los Angeles, CA 90037

**Spanish speaking bilingual
candidates needed**

Suicide & Crisis Lifelines

LA County Department of Public Health: For immediate mental health support, please call 24/7 Help Line at: (800) 854-7771

- [988 Suicide & Crisis Lifeline](#) Available 24/7 via phone, text, or online chat. Call: 988
- [Disaster Distress Helpline \(SAMHSA\)](#) Call: (800) 985-5990
- [Trevor Project Lifeline](#) For LGBTQ+ youth in crisis. Call: (800) 788-7386
- [Crisis Text Line](#) Text "LA" to: 741741
- [Substance Abuse Service Helpline](#) Call: (844) 804-7500
- [211 LA County](#) Dial: 211 for information and referrals.

Other Resources:

[L.A. Found](#) For locating individuals who wander due to cognitive impairments.
Call: (833) 569-7651

[Family Urgent Response System \(FURS\)](#) Call or Text: 1-833-939-FURS

For more support, check out local chapters of **National Alliance on Mental Illness (NAMI):**

- [NAMI National](#) – Call: (800) 950-6264