



Digital Navigator Intern Job Description

Falmouth Community Television (FCTV) is a nonprofit community media center that fosters the production and distribution of local information. FCTV provides access to training, technology, and content to encourage community dialogue, awareness, and expression. Falmouth Community Television is an independent, nonprofit 501(c)(3) membership-based organization.

Title: Digital Navigator Intern

Job level: Unpaid Internship, School Credit Optional (Recommended)

Hours per week: Flexible

Supervised by: Production & Education Manager

Job Description Summary:

The Digital Navigator Intern will support FCTV's Digital Equity Project, an initiative designed to expand digital inclusion across the community. The intern will assist the Digital Navigator in leading this project, helping residents gain the essential skills, confidence, and technology access needed to navigate today's digital environment safely and effectively. The intern will assist with satellite location setup, digital literacy instruction, community outreach, and program documentation. This is an excellent opportunity for students interested in digital equity, community service, and technology education to develop valuable skills and contribute to a meaningful community initiative.

Education and/or Experience:

- Strong interest in digital equity, community service, and technology education.
- Basic digital literacy skills (proficiency with desktop/laptop computers, mobile devices, operating systems, and web browsers).
- Ability to explain technology concepts clearly, patiently, and accessibly to individuals of varying skill levels.
- Excellent organizational, interpersonal, and communication skills.
- Reliable Transportation is required.

To Apply:

Please send your resume and a cover letter to:

Allen Russell, Production and Education Manager

Allen@fctv.org