POSITION ANNOUNCEMENT

TechLink Site Coordinator

ABOUT CDTECH

The Community Development Technologies Center (CDTech) was founded in 1995 as a community development nonprofit training, applied research and technical assistance organization. CDTech's mission is to build livable and economically viable neighborhoods in the region's economically isolated communities. This is accomplished through a set of capacity building programs and services that enable communities to improve their human, financial, social and political capital. CDTech is in strategic alliance with Los Angeles Trade Technical College which enables both organizations to provide a full service community economic development response to community needs. The goal of this alliance is to strengthen the L.A. regional economy, with a special emphasis on connecting low income communities and populations to high demand careers and on building individual and organizational skills that will strengthen competitiveness of our target populations/communities. CDTech, in partnership with LA Trade-Tech, concentrates on strengthening the skills and competencies of grassroots leaders, un/underemployed individuals, community-based organizations and public sector professionals in a variety of community building and economic development techniques, universal skills and high demand professions, serving over 2,500 low-income youth and residents a year.

ABOUT THE POSITION

CDTech operates the CDTechLink Center, a 35-station, state-of-the-art computer lab located at the intersection of 42nd Street and South Central Avenue in the 90011 zip code area. CDTechLink provides open access to 20 computers for the public. Classes in basic and intermediate skills, as well as, advanced technology career training are also regularly provided to youth, adults and businesses.

The TechLink Site Coordinator position will join the CDTech team in strengthening educational and employment opportunities for low income youth and adults in the Vernon-Central neighborhood of South Los Angeles through the programs and resources of the CDTechLink Center.

Under the supervision of CDTech's Technology & Training Director, the Techlink Site Coordinator will supervise and oversee the daily operations of the CDTechLink Center, provide technical support, conduct and instruct training classes and provide support for adult and youth programs. These activities will entail, but are not limited to, the following specific duties:

DUTIES AND RESPONSIBILITIES:

Site Management

- Oversee and supervise all CDTechLink Center daily operations to maintain a safe, clean and functional computer lab environment.
- Maintain a regular schedule of hours of operation that insures maximum public access.
- Develop and coordinate a schedule of specialized classes and training programs.
- Develop outreach and marketing materials for upcoming classes and training at the center.
- Coordinate and conduct outreach for center activities and events.
- Oversee and supervise CDTechLink volunteers and paid student interns and trainees.

Technical Support

- Maintain computer network hardware and systems up to date for backup and security.
- Troubleshoot hardware and software problems for Techlink Center and CDTech as required.
- Maintain software libraries and computer related educational curriculum in place.

Training

- Train CDTechLink Center volunteers and paid student interns and trainees on Center operating procedures, assign roles and responsibilities, and provide them with technical assistance.
- Provide training on technology applications in formal and informal settings to the residents of the Vernon-Central community and users of the CDTechLink lab.

Program Support

- Track and report on CDTechLink utilization, user skill levels, and user skills development for reports to funders and other interested parties; maintain a client/program database and collect required program data.
- Perform additional related duties as assigned by CDTech management.

ABOUT THE CANDIDATE

We seek candidates with a Bachelor's Degree and two years experience working in an educational or nonprofit environment with user support and training experience. Three years of directly related experience can substitute for a degree. Candidates must be highly motivated, able to work in a high productivity environment and have a unique combination of administrative, technical, educational and supervisory skills. They must have excellent interpersonal and written communication skills. Bilingual helpful (English/Spanish).

Other skills and qualifications include:

- Experience working with PC and Mac environments.
- PC/Mac hardware & software installation and troubleshooting.
- Experience with Movie/DVD creation & Adobe Flash, Photoshop, Illustrator, Dreamweaver applications.
- Able to set priorities and delegate responsibility.
- Strong team-building and collaborative leadership skills.
- Ability to creatively communicate with youth.
- Demonstrate a commitment to diversity and social justice.

Finger printing and background check is required.

SALARY & BENEFITS

Salary for this position will be commensurate with experience. Health/dental insurance coverage is provided. A 403b retirement savings plan is available.

TO APPLY

Please send a cover letter, resume and salary history to:
Patricia Ortiz-Celidon, Technology & Training Director
CDTech
520 W. 23rd Street, Los Angeles, CA 90007
323.235.8320
Website: www.cdtech.org
Email: portiz@cdtech.org

CDTech is an equal opportunity employer.