Fairfax Renaissance Development Corporation
8111 Quincy Avenue Suite 100, Cleveland, Ohio 44104

POSITION TITLE:
Neighborhood Technology Coordinator

POSITION SUMMARY:
Fairfax Renaissance Development Corporation (FRDC) currently has an exciting employment opportunity for a community-focused, innovative professional who is interested in developing and implementing technology programming that bridges the digital divide and provides workforce readiness training. The ideal candidate for the Neighborhood Technology Coordinator (NTC) position will feel comfortable providing technology instruction to students with diverse skill levels, a strong desire to expand the program through community outreach, an understanding of website management, and the ability to maintain accurate records of activities/monthly reporting.

POSITION DESCRIPTION:
The Neighborhood Technology Coordinator is responsible for providing free basic computer instruction to Fairfax area residents including Microsoft Word, Excel, PowerPoint, and Internet basics as well as other programs in an effort to make residents more computer literate. Classes are offered every five to six weeks and the coordinator is responsible for assisting with the marketing the program, as well as instruction.

PRINCIPLE RESPONSIBILITIES:
1. Provide basic computer instruction to residents including Microsoft Word, Excel, PowerPoint, Internet and Workforce Readiness.
2. Market program and coordinate beginning, intermediate and advanced classes as well as open lab and evening classes.
3. Update FRDC website content as required.
4. Develop quarterly digital newsletter.
5. Provide technology training to Cleveland Clinic Louis Stokes interns as required.
6. Develop short-term (1-2 week) classes addressing needs of participants such as developing wills, creating newsletters, etc.
7. Coordinate registration of participants, administer pre, and post surveys to measure participation satisfaction and assist in the modification of content.
8. Complete monthly reports.
9. Work with community and church groups to market the program.
10. Responsible for maintaining equipment and working with Information Technology consultants to troubleshoot and resolve hardware issues.

POSITION REQUIREMENTS:
1. An Associate's Degree and three years of experience is required; a bachelor's degree is preferred.
2. Excellent interpersonal and communication skills and ability to work with a diverse group of neighborhood residents/students.
3. Highly organized with attention to detail, ability to set priorities and meet deadlines.
4. Applicant must be computer literate in Microsoft Office products and willing to learn additional software programs necessary to perform position responsibilities.
5. All other duties as assigned by Assistant Executive Director to meet the responsibilities of this position and achieve the overall goals of FRDC's community development initiatives.

Mail resumes to 8111 Quincy Avenue Suite 100 Cleveland, Ohio 44104.
Email resumes to gpowell@fairfaxdev.org.
Communications indicate to the Attention: Gail Powell