



POSITION DESCRIPTION

POSITION: Neighborhood Technology Coordinator (Full-Time)

REPORTS TO: Managing Director, Fairfax Renaissance Development Corporation

SUMMARY OF POSITION DESCRIPTION: The Neighborhood Technology Coordinator plays a crucial role in enhancing the technological skills of the Fairfax community residents. By providing essential computer instruction, marketing and coordinating educational programs, managing digital content, and ensuring the proper maintenance of equipment, the coordinator supports the overall mission of FRDC to promote community development through technology education. Applicant should have experience in community-based technology training, including basic computer skills; basic internet use, safety, and security protocols.

PRINCIPLE RESPONSIBILITIES:

1. Provide basic computer instructions including Microsoft Word, Excel, PowerPoint, Internet basics, and Workforce Readiness. Class sessions are offered every five to six weeks.
2. Market the program and coordinate beginning, intermediate, and advanced classes, open lab and evening classes.
3. Develop a quarterly digital newsletter.
4. Develop short-term (1-2 week) classes addressing the needs of participants, such as developing wills and creating newsletters.
5. Coordinate registration of participants, administer pre- and post-surveys to measure participation satisfaction, and assist in content modification.
6. Attend the Digital Literacy Support Group meetings as necessary.
7. Complete monthly activity reports.
8. Work with community and church groups to market the program.
9. Maintain equipment and work with Information Technology consultants to troubleshoot and resolve hardware issues.

POSITION REQUIREMENTS:

1. **Education and Experience** - An Associate's Degree with three years of relevant experience is required; a Bachelor's degree is preferred. Digital literacy certification preferred, but not required.
2. **Skills and Competencies** - Excellent interpersonal and communication skills, with the ability to work effectively with a diverse group of neighborhood residents and students. Strong organizational skills, attention to detail, and the ability to set priorities and meet deadlines. Proficiency in Microsoft Office products, Google applications, Zoom and other digital platforms, as well as basic knowledge of PC, tablet and smartphone hardware, software, and peripheral connectivity. Willingness to learn additional software programs necessary for the role.
3. **General Responsibilities** - Perform other duties as assigned by the Managing Director to meet the responsibilities of the position and support FRDC's community development goals.

Send resumes to: Gail Powell gpowell@fairfaxdev.org

Phone calls will not be accepted for this opportunity

Rev 8/2024