

## Position Description

**Title:** Education & Technology Coordinator

**Reports to:** Computer Center Director

**Location:** Happy Camp, California

**Salary:** \$30,000 to \$42,000 yearly, depending on experience

**Overview:** We are seeking a full-time Education and Technology Coordinator/Instructor. The mission of the Happy Camp Community Computer Center is *to explore and demonstrate ways in which community technology centers can help young people and adults in low-income communities use computers and technology to improve their educational and employment opportunities and serve their community, thereby improving their health and well being and that of their families and communities.* Key program activities include; Education and Skills Development for Youth and Adults, Service to the Community as a Technology Resource, and Open Access to Computers and Technology.

### Responsibilities:

1. Assists private sector employers, public schools, Siskiyou County Regional Occupational Program and College of the Siskiyous in assessing education and employment related needs of community users and in organizing and advertising a variety of computer skill building classes
2. Schedules and coordinates access to Community Computer Center by diverse groups and individuals for a variety of education and employment related activities (e.g., unrestricted access periods for youth, adults, parent/child pairs and the broader community)
3. Provides individual and group mentoring and technical assistance to a diverse community of computer users and assists Director in training participants to provide assistance
4. Assists Director in developing intake, utilization, outcome and evaluation instruments; collects, compiles and assists the Director in interpreting baseline user data, as well as data on frequency and types of computer use, skill building progress and achievement of education and employment related goals
5. Performs routine equipment maintenance; trouble-shoots hardware and software problems; installs and reinstalls hardware and software
6. Manage hardware and software inventory

7. Implement and instruct workshops/classes for participants that would enhance their computer skills
8. Be available to work or have coverage for weekends and evenings if needed
9. Assists in the writing and distribution of newsletters
10. Attend orientation, staff development, and staff meetings
11. Coordinate the volunteer program
12. Perform other job related tasks as assigned by the Director

**Qualifications:**

1. A Bachelor Degree or Technical Certification in Computer Science, Teaching, Technology/Computer Education, or equivalent prior experience with at least two (2) years of instructor experience
2. Intermediate to advanced computer skills (e.g., hardware, software, networking, electronic information access and systems management)
3. Demonstrated ability to perform routine maintenance of computer hardware, and to install, troubleshoot and solve common problems associated with software applications
4. Demonstrated project management ability
5. Strong human relation skills, demonstrated ability to work with other employees and ability to work with the public in culturally diverse environments with an even temperament
6. Must adhere to a confidentiality policy
7. Must successfully pass a drug screening test and criminal background check

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

**Send Resume to:**

Happy Camp Community Computer Center  
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