



**TECHNOLOGY COORDINATOR  
Position Description**

Salary: Contract not to exceed \$30,000 (through end of August 2021)

Schedule: Monday - Friday and weekends as specified on contract

Reports to: Education Program Manager

Desired Start Date: ASAP

Position open until filled

Please submit cover letter, resume, and a list of three professional references to:

Email: [wenatcheecafe@gmail.com](mailto:wenatcheecafe@gmail.com) Subject: CAFE University Application

**GENERAL RESPONSIBILITIES**

**The Community for the Advancement of Family Education (CAFÉ) is seeking a motivated, dynamic Technology Coordinator to join CAFE University (CU) to provide support to (English Learners) students.**

**Responsibilities:**

To provide technological leadership and assistance for a wide range of issues, to troubleshoot and maintain instructional computer systems. To lead and facilitate technology staff development planning and provide in-service and training to staff as needed.

- A. Ability to work independently without direct supervision within stated procedures and policies. Off hours work will be required.
- B. Demonstrated customer service skills.
- C. Ability to take initiative on projects, training, and professional development.
- D. Assist in educational equipment purchase.
- E. Coordinate/assist technological services with system providers.
- F. Assist as needed in the supervision of students/parents in the use of learning equipment.

- G. Troubleshoot and maintain instructional software, including software installation and configuration of new systems.
- H. Serves as a support technician for virtual learning
- I. Provides inservice and training to staff on applications and software used by CAFE University
- J. Assists in the evaluation, recommendation and acquisition of new technologies
- K. Provides telephone and on-site support to CU staff.
- L. Assist tutors, students, and parents with Internet access; facilitate other telecommunications access through network devices and parent communications systems.
- M. Plans, prioritizes and implements program level technology needs.
- N. Coordinates and assesses educational and technical needs with program administration.
- O. Develop and implement personal professional development plans
- P. Works with program staff to plan and schedule technology training for staff, students, and parents
- Q. Performs other tasks as assigned.

Qualifications:

- Bilingual in Spanish and English preferred.
- AA or Bachelor's degree and/or experience working in the technological field.
- Knowledge of instructional technology programming and the ability to support the development of new educational technology initiatives
- Utilizing Microsoft Office tools such as Word, Excel, PowerPoint and Access for productivity tasks
- Hardware troubleshooting and issue resolution protocols.

**CAFE POLICY ON INCLUSIVITY:**

CAFE strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.