

Position Title: PT Technology Mentor– STEM Corps Afterschool/Summer Program

Program Description: The STEM Corps program is seeking a Technology Mentor, who will serve as an instructor to assist with our mission of helping youth choose Information Technology careers. The position is part-time and runs year-round.

Role: The individual will act as a coordinator, webmaster, and technology mentor to assist the STEM Corps program in the areas of:

- Website Development
- Mobile App Development
- Video Production

Responsibilities & Duties:

- Sustain positive relationships with partner facilities and their representatives.
- Work closely with STEM Corps Manager
- Assist manager with assignment and implementation of NPO projects to students
- Work closely with Program Director and Program Manager to facilitate

Compensation & Hours

- Starts at \$15/hr
- 5:00PM to 8:00PM Monday through Thursday
- Hours vary for Summer program
- Background check required

Qualifications:

- Demonstrates mastery within Microsoft Office Suite (MOS Certification preferred)
- Proficiency with Windows, Mac, iOS, and Android
- Excellent communication skills
- In-depth understanding of program processes and outcomes
- Ability to engage community members in a dialogue that promotes the organization's messaging
- Attention to detail
- Working knowledge of WordPress
- Experience using HTML, CSS, and JavaScript
- Experience using Programming languages a plus (JAVA, C, Swift)
- Ability to use social media, such as Facebook, Instagram, LinkedIn, and Twitter
- Ability to mentor youth from diverse backgrounds
- Basic understanding of Mobile Apps and Video
- Must be able to thrive in an almost constantly changing environment
- Must LOVE to work with youth

How to Apply: Send resume and cover letter to Computer Mentors via E-mail to:

JBohn@computermentors.org

Please feel free to learn more about our programs at <http://www.computermentors.org>