

Position Title: PT TeenTech/Kidscode

Program Description: The Computer Mentors Group TeenTech/KidsCode programs are seeking a part time instructor to assist with our mission of helping youth choose Information Technology careers. The position is part-time and runs year-around.

Role: The individual will act as a coordinator, webmaster, and technology mentor to assist the KidsCode/TeenTech programs in the areas of:

- Instructor/Mentor-Present to school-age youth
- Coding and programming
- Website development
- Mobile App development
- Projects

Responsibilities & Duties:

- Sustain positive relationships with partner facilities and their representatives.
- Work closely with Teen Tech/KidsCode Managers
- Assist manager with assignment and implementation of NPO projects to students
- Work closely with Program Director and Program Managers to facilitate afterschool and/or Summer Program

Compensation & Hours

- Up to \$17/hr.
- Midday and essential times 1:30 p.m. to 8:00 p.m. Monday through Friday – afterschool
- Hours will vary for Summer program
- Background check required

Qualifications:

- Demonstrates mastery within Microsoft Office Suite (MOS Certification preferred)
- 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
- 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
- Must have reliable transportation

How To Apply: Send resume and cover letter to Computer Mentors, Human Resources via E-mail to: sbaptiste@computermentors.org

Please learn more about our programs by visiting our website at <http://computermentors.org> and specifically the program site at: