

Position Title: FT Program Director – Computer Mentors Group

Program Description: Computer Mentors is a nonprofit service organization comprised of technology professionals who dedicate their time and talent to encourage and guide young people toward a careers in Computer Science and Information Technology. This is the key position for administering the CMG youth programs which include the KidsCode Program - teaching code to kids in 4th to 8th grade, and the TeenTech Program - guiding high school students toward careers in information technology.

Role: Computer Mentors seeks an experienced, competent and caring individual to develop and manage a comprehensive youth technology program for school age youth. As Program Director, this individual will be responsible for coordinating the development and implementation of an after school and summer youth program that integrates the resources of a technology learning center into the program activities, such as: coding, web design, certification, and soft skills.

Responsibilities & Duties:

- Work closely with leadership staff to design engaging and comprehensive youth technology programs
- Expand program offerings and enhance the quality of existing programs
- Provide Program Managers and other mentors with resources and day-to-day supervisory support necessary for them to effectively implement learning programs
- Provide grants management reports to funders, Executive Director and Board of Directors including Dashboards which track over-all organization goals and specific grant goals
- Manage the development and maintenance of program hardware and software purchases, installation and support, instructional materials
- Assist with fund development in terms of grant writing and program design
- Foster and develop industry partnerships and community relationships among local schools, universities, businesses and potential funders to enhance the development of CMG Technology training programs
- Double as an HR manager to hire and train to manage staff and resources for programs
- Working with the HR team
- Managing budgets and reporting on fund allocation

Qualifications:

- Previous project management and planning skills required
- Leadership and management experience in a youth services, or K-12 educational setting
- Ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives—to partners, funders and the community
- Highly positive and enthusiastic style capable of motivating others
- Skills and energies to build a team and lead effective staff development and training
- Must LOVE to work with youth
- Experience with and/or understanding of the application of information technology to educational programs for youth in nonprofit or K-12 settings
- Some software development skills required in at least one of the key areas

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- Excellent written and verbal communication skills
 - At least three years' experience in an administrative or managerial capacity in an organization that provides direct services to youth
 - Experience and competencies in working in a multiracial, multicultural environment

Compensation & Hours

- Full time exempt
- Salary commensurate with experience
- Level II Background check required upon hire

How to Apply: Send resume and cover letter to Ralph Smith of Computer Mentors, Human Resources via E-mail or mail to: Ralph Smith
c/o Computer Mentors
P. O. 11966
Tampa, FL 33680

Or RSmith@computermentors.org.

Please learn more about our organization and programs by visiting our website at:
<http://www.computermentors.org>.