



Job Announcement: Career Education Specialist (Instructor): Computer Information Systems

Open until filled

Job Title: Career Education Specialist (Instructor): Computer Information Systems

Compensation: \$20.91-\$22.84 per hour, non-exempt

Full-Time: 40 hours per week

Benefits: Medical, dental and vision insurance, paid time off/flex holidays, retirement plan and life insurance

Organization size: 44 employees

Reports to: Web & IT Career Focus Area Manager

Location(s): Primarily Watsonville with some cross-implementation with, and giving support to, the Salinas site

To Apply: Please, email the following items to ximena@digitalnest.org

- Resume, Cover letter, 3 professional references

JOB OVERVIEW:

This position will support the growth of the Web & Information Technology (WIT) Career Focus Area (CFA) by developing, under the management of the WIT CFA Manager, a Computer Information Systems (CIS) Career Pathway Concentration within WIT. This CFA pathway will train youth to become IT Support Specialists, System Administrators, Development Operations Engineers, and other careers related to IT. The development of this CIS pathway concentration will be accomplished through writing and implementing of CIS curriculum, leading Tech Squad (an unpaid work-based learning internship for youth trainees) as a hands-on learning program, and collaborating on and aligning this work with academic institutions. This opportunity allows you to mentor, teach, and support youth interested in pursuing careers in CS and CIS fields through various workshops, coaching meetings, and social activities.

PRIMARY RESPONSIBILITIES:

Computer Information Systems Career Pathway Program Development (25%-30%)

- Develop training outlines and curriculum to use in teaching IT Support, Hardware and Software Maintenance, Networking, & Cloud Infrastructure.
- Integrate Digital NEST's NEST-Ed soft skills, mindsets, teamwork, leadership, and project management curriculum into the CIS training program.
- In collaboration with the Web & Information Technology (WIT) Career Focus Area (CFA) Manager, plan seasonal CIS career training programs for Digital NEST in a way that synergizes across centers; the focus of this work will be on turning the NEST's Tech Squad volunteer group into a robust, industry-oriented and youth-empowering work-based learning internship experience with a clear path to paid professional internships in a to-be-developed service package in the NEST's bizzNEST social enterprise tech consultancy and to Cisco Academy certifications in IT support and systems administration.
- Participate in the development and implementation of, a CIS career training program in the Watsonville area funded by a K-12 Strong Workforce Program grant project awarded to the Santa Cruz County Office of Education and being implemented in partnership with Cabrillo College's Career and Technical Education (CTE) office and its CIS and CS departments; in collaboration with the WIT CFA Manager, integrate the goals and design of this project with the NEST's own emerging CIS career training program.
- Support the Youth Outreach and Engagement Coordinator in planning and implementing community-building activities for youth Members active in WIT programs; participate in such activities.
- Create and maintain linkages to partner institutions and programs, especially PVUSD's CIS-related CTE Signature Pathways and Career Pathways and the work being done in partnership on these pathways involving Digital NEST, Cabrillo College and ETR through the collaborative's National Science Foundation-funded Computer Science For All project.
- Coach/mentor youth with the goal of challenging, encouraging, and supporting them in pursuing a CIS-related field and CIS-related jobs in the region.

Computer Information Systems Career Pathway Program Instruction (25%-30%)

- Implement CIS curriculum: teach training and educational programs; this instruction will be driven by a "living-learning laboratory," project-based and hands-on approach embedded within the Digital NEST Tech Squad unpaid work-based learning internship for youth using curriculum previously developed as well as new curriculum created by this position and

the WIT CFA Manager to expand and improve Tech Squad. Specific duties and responsibilities involved in running Tech Squad include but are not limited to:

- Instruct and coach youth trainees in NEST-Ed soft skills, mindsets, teamwork, leadership, and project management skills; run Tech Squad and classroom learning environments using NEST-Ed work practices; role-model use of soft skills in all work with youth and other NEST staff.
- Under the supervision of the WIT CFA Manager, coordinate all NEST activities related to development and implementation of a CIS career training program in the Watsonville area funded by a K-12 Strong Workforce Program grant project awarded to the Santa Cruz County Office of Education; coordinate the logistics of the NEST's hosting of K12 SWP classes; assist with or co-instruct classes; collaborate with industry or college instructors on ensuring that classes are engaging, hands-on, project-based, culturally sensitive and promote participation from students from underrepresented groups.
- Develop itineraries for, arrange hosting of and coordinate logistics for CIS-related Member career development field trips; drive, and chaperone field trips as needed.
- Work with instructors and volunteers to simulcast Watsonville training to Salinas; ensure that trainees at the remote site have adequate and effective in-person learning support.
- Assess the training outcomes of trainees and document and report this progress to the WIT CFA Manager.

Member Engagement and Recruitment (15%)

- In collaboration with the WIT CFA Manager, other WIT instructional staff and NEST staff in the youth outreach and engagement department, provide advising, mentoring, tutoring and informal near-to-peer counseling to support CIS trainees instrumentally and emotionally; report any serious issues or incidents, and any crises being experienced by trainees to youth engagement staff or program managers in a timely basis, providing accurate information.
- Identify, build relationships with, and cultivate engagement of youth NEST Members in center programs.
- Coach youth on career development; refer youth to outside career development, training, and employment opportunities and support youth in applying to, interviewing for, and being successful in, such opportunities.
- Maintain a cadre tracker to assess program health and reflect on youth engagement practices.
- Collaborate with the NEST's Recruitment and Engagement Specialist to generate youth participation in all WIT Programs and the Tech Squad volunteer group.
- Conduct WIT-themed, exciting, low-barrier-to-entry activities to expose youth participants to WIT content and spark their interest in participating in the training.

Web & Information Technology Instruction (20%)

- On a low-intensity, as-needed basis, teach or assist in the teaching of existing beginning-level curriculum in web design and development (estimated two classes per year).

Key Member of the Digital NEST Program Team (10%)

- Represent the NEST in a professional, constructive and compelling manner to stakeholders at meetings, on social media, at public events, and in media products or written publications.
- Provide general support to fundraising efforts expected of all staff: showcase members and member work, speak articulately about programming, and be a model representative and evangelist for Digital NEST in the community.
- Follow organizational policies and procedures (eg keeps calendars and other documentation up-to-date, attends mandatory meetings); proactively and promptly communicates problems with policies and procedures to supervisor
- Contribute to the agenda for, attend, and actively participate in weekly program management meetings.
- Serve as a role model for Members regarding career aspirations, becoming tech-savvy, and engaging in social enterprise.
- Live by, and uphold our work community's values and codes of conduct; proactively provide co-workers with praise for good work and with constructive criticism aimed at performance improvement.
- Participate in NEST evening and weekend programs and events on an occasional basis; facilitate youth involvement in these programs and events.
- Transport themselves to NEST facilities and to outreach locations; occasionally transport NEST youth to programs/events.
- Monitor NEST youth participants' status and wellbeing and share observations across the program staff.

REQUIRED QUALIFICATIONS:

Computer Information Systems & WIT Career Training

- Cumulative equivalent of at least 1 year of full-time experience doing systems administration in a professional or educational setting; alternately a Bachelor's Degree or equivalent industry certifications in computer information systems or a related field.
 - Experience with maintaining organizations, websites, networks, and computer systems.
 - Experience with using Google Suite with strong file management and organization skills.
 - Experience with diagnosing and troubleshooting computer hardware
 - Experience with diagnosing and troubleshooting macOS, Windows and Linux systems
 - Working knowledge of computer networks and security.
 - Working knowledge of TCP/IP protocols and can diagnose and troubleshoot LAN networks
 - Familiar with iOS and Android mobile software
- Applied knowledge of website design and development sufficient to teach training courses on the topic geared to the novice/beginner level.
- Working knowledge of at least one programming language, python or java preferred.
- The cumulative equivalent of at least 1-year full-time experience teaching youth using experiential learning pedagogies and instructional methods. Ideally, this experience would have been in an organization or program similar to Digital NEST in terms of the kinds of programs offered and the kinds of youth served.
- Working knowledge of classroom management skills, preferably learned or previously applied in an out-of-school program setting.
- Working knowledge of instructional design, including course planning, lesson planning, learning goal, and objective writing and use of learning scaffolds such as visual aids, graphic organizers, assignment and project write-ups, etc.
- Working knowledge of the principles of experiential education and the demonstrated ability to apply them to youth education, especially the use of project-based learning, collaborative coding structures (eg Pair Programming), "teachable moments," instructional conversations, reverse engineering, "tweaking," intentional mistake-making and personalization.
- Demonstrated qualities of flexibility and adaptability in teaching.
- Demonstrated ability to connect positively with youth; a positive, energetic, and authentic presence.
- Demonstrated experience working with a team to coordinate a youth program with multiple, concurrent components.
- Demonstrated resourcefulness and problem-solving skills.

Computer Information Systems Pathway Development

- Intermediate-level knowledge of the technology industry applicable to determining the direction of the Computer Information Systems Pathway.
- Proficiency in conducting research to inform decisions about the direction of the Computer Information Systems Pathway.

Member Engagement

- Demonstrated experience mentoring, coaching, or case managing a group of at least 10 youth program participants.
- Intermediate-level group facilitation skills.
- Beginning -level conflict resolution skills.
- Demonstrated qualities of flexibility and adaptability in doing direct youth service.

GENERAL REQUIREMENTS:

- All individuals hired to work at Digital NEST must be able to uphold our core set of values that allow us to nurture the full potential in the youth we serve, in our community, in our colleagues, and in ourselves. Please, review our organizational values by visiting our website: digitalnest.org.
- Maintain dexterity and coordination, sufficient to perform essential functions.
- Ability to sit for long periods of time performing desk-based computer tasks.
- The ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.).
- Ability to lift/carry/push/pull objects that weigh up to 35 pounds as needed.
- Performs other duties and tasks assigned by supervisor

Digital NEST, Inc. is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.