

**JOB TITLE: WEB AND INFORMATION TECHNOLOGY LEAD EDUCATOR**

POSITION TYPE: Full Time

Compensation: \$40,000-\$50,000. Full medical, dental, and vision benefits provided.

LOCATION: Salinas and Watsonville

REPORTS TO: WIT MANAGER

**PREFERRED SKILLS:**

- Python coding language
- Working knowledge with Windows environment administration, integration of MACs into a central server
- Working knowledge of networks and security
- Experience with maintaining organizations, website, network and computer systems

**DUTIES:**

**WEB AND INFORMATION TECHNOLOGY COORDINATOR**

- Identify, build relationships with and cultivate Member engagement in the Web Design and Information Technology (WIT) Career Focus Area (CFA) program.
- Work with WIT Manager to Identify entry-level, career-track job positions that are in line with WIT-focused bizNEST Member-Consultant work to serve as the end-goal of CFA Member career development.
- Serve as lead educator for beginning and intermediate courses in web design.
- Collect data on WIT program outcomes and Member needs.
- Work with the AmeriCorps Fellow to identify volunteer needs for WIT.
- Assist individual WIT-involved Digital NEST Members with extra career development activities, eg assist them with identifying and securing professional internships.
- Provide support to Web Design and Development bizNEST Member-Consultants, ensuring that client work is completed on-schedule and to a professional standard of quality.
- Work with bizNEST Managers and WIT Manager to assess client needs, recommend services, review contracts and schedule Member-Consultants to fulfill contracted services.

**PROGRAMMING STAFF, GENERAL**

- Supervise Members on site during assigned Opening and Closing shifts and as-needed during community-wide events
- Encourage and support youth into a career focus areas
- Attend weekly All-Staff meetings and Program Management meetings
- Maintain a current listing of WIT events, trainings and activities on the NEST Master Calendar
- Work with programming staff to coordinate and schedule NEST programming across CFAs
- Proactively communicate the goals of career development and positive youth development to Digital NEST Members
- Encourage Digital NEST Members to participate in NEST programs and commit to a CFA pathway, even those outside of WIT
- Serve as a role model for Members around social enterprise, career aspirations and becoming tech-savvy; live by and enforce the community code of behavior

**QUALIFICATIONS:**

- Proven ability to work both independently and with a team
- Able to meet changing and short project deadlines
- Proven ability to balance priorities
- Independent, constructive problem-solver
- Follows policies and procedures; proactively and promptly communicates problems with policies and procedures to supervisor
- Proactively provides co-workers with praise for work done well and with constructive criticism aimed at performance improvement
- Dedicated to building community and empowering youth
- Culturally sensitive, gender-aware
- Experience or expertise in effective strategies to:
  - Teach technology skills to vulnerable and underserved youth populations
  - Engage young women in tech learning
  - Career development for vulnerable and underserved youth populations
- At least two years of experience teaching technology, or equivalent
- At least two years of direct youth service work experience or equivalent
- At least one year of professional web development experience, or equivalent

**EDUCATION AND SKILLS REQUIRED:**

- Bachelor degree in computer science, web design and development, business or equivalent
- Experience building professional grade websites using Word Press and Weebly or equivalent platforms
- Experience in instructional design, curriculum design and teaching
- Working knowledge of basic coding languages: Python, HTML, CSS, Javascript, PHP
- Valid California Driver's License, proof of insurance
- Ability to travel as required
- Spanish- English bilingual

Please direct any questions and submit applications to Jacob Martinez at [jacob@digitalnest.org](mailto:jacob@digitalnest.org) or 831-331-7419  
<http://digitalnest.org/>