



## **Minnesota Computers for Schools Job Opening**

Job Title: Workforce Development Manager

Location: Work location flexible with office space at CoCo Lowertown Saint Paul; Occasional travel required to main office in Stillwater, MN.

### Training Partner Sites

- Minneapolis Urban League
- Neighborhood House
- Humboldt High School
- Mt. Airy Boys & Girls Club

Position Reports To: Executive Director

### Job Purpose Summary:

- Develop and maintain partnerships with organizations to implement technology trainings and technology internship opportunities
- Manage five youth and adult computer training programs (CORE:IT) held at training partner sites across the Twin Cities metro area
- Manage 4 Instructors, 1 Pathway Coordinator and 1 AmeriCorps CTEP Member
- Training courses include: Youth Coding in Game Design using Stemfuse Curriculum and Construct 2 software; Adult CompTIA IT Fundamentals, CISCO IT Essentials and CompTIA A+ Certification Courses; Website Design; and other possible computer trainings including computer recycling, job preparedness skills and IT Exploration

### Key Job Responsibilities:

- Establish new and Manage existing partnerships with technology training sites
- Coordinate/Lead/Attend meetings with Partners, Trainers, and MCFS Staff
- Work with MCFS staff and partner staff to coordinate program delivery, processes and logistics.
- Manage Core:IT program budget
- Assist with grant proposal review for Core:IT program
- Supervise the Pathway Coordinator responsible for developing internships, recruiting interns from training programs, coaching interns, communicating with internship supervisors and tracking intern progress.
- Maintain records of all training and program participants
- Oversee IT instructors in the development of supplemental material to aid in teaching computer curriculum

Key Qualifications:

- Program management experience, minimum of three years preferred
- Ability to solicit, collect, manage, and report data using spreadsheet software
- Ability to create or utilize existing connections with local companies and organizations with technology needs that will potentially be able to provide work experience in the technology field
- Experience in program and curriculum development
- Experience with at-risk, disadvantaged youth & young adults

Requirements:

- 4 year BA/BS degree
- Strong interpersonal skills and work ethic
- Pass background check and complete DOC Academy upon being hired
- Strong background in personal computers and technology  
Experience working with diverse populations, cultural awareness and cultural competency

Salary & Hours:

- TBD
- Full-Time with flexible hours
  - Telecommuting with approval or need based on schedule for the day
- Comprehensive Benefits Package

To Apply:

Send resume and cover letter with salary requirements to:  
Tamara Gillard, Executive Director, MN Computers for Schools -  
[tgillard@mncfs.org](mailto:tgillard@mncfs.org)

**Due by: Resumes will be reviewed daily up to the deadline of March 09, 2018**