

TECH Program Coordinator Job Description

Responsible to: President/CEO

Position: TECH Program Coordinator (Open until filled)

Status: Part-time position with potential for full-time

Program: Teaching E-Commerce & Computers to the Homeless (TECH)

Education: Bachelor's Degree

Clearances: Act 33/34 required

Ideal candidate for the role:

The ideal candidate will have high-level attention to detail, be customer service-oriented and have strong organizational skills. Self-motivated leader to take initiative and complete tasks efficiently with minimal supervision. Ability to meet deadlines. Patient and community-minded individual who can communicate effectively with internal/external stakeholders. Ability to build relationships with other organizations in order to locate resources for program participants. Eagerness to assist homeless program participants find affordable housing, employment, and gain computer skills. Ability to work cooperatively within a team concept. Computer literacy required. Knowledge of e-commerce a plus.

Key Duties and Responsibilities:

Overall day to day management, coordination, and supervision of the TECH program and participants

Responsible for all tracking and case management of program participants

Responsible for ongoing recruitment, interviewing and hiring program participants

Responsible for monitoring amount of work hours completed/remaining for program participants

Responsible for timely reviewing and submitting program participant time sheets

Responsible for ensuring new program participants are trained

Responsible for coordinating facilitators and program participants training for basic and/or advanced computer skills

Responsible for reporting program statistics

Responsible for program budget

TECH Snack Box Order Fulfillment:

Responsible for ensuring timely shipping of orders whether subscription or one-time purchase

Responsible for timely ordering new inventory submitting proper purchase requests

Responsible for receiving and logging inventory from supplier

Responsible for conducting inventory counts

Responsible for ensuring program participants properly pack and label snack boxes

Responsible for responding to customer emails/calls professionally and timely

Ability to lift and store inventory

Any other duties as assigned