



The Castle Square Tenants Organization (CSTO) is a 501c3 non-profit that serves the needs of the residents of Castle Square Apartments, and the surrounding community. The mission of CSTO is to preserve Castle Square Apartments as affordable housing and provide comprehensive programs and services that enable residents to improve their lives, and support a vibrant, healthy community. Programming takes place in the Castle Square Community Center, a state of the art, green facility that houses CSTO's education, technology, physical fitness, basic computer and accounting skills for adults, seniors and youth enhancement and leadership programs.

Position: Square Tech IT Training Coordinator

Reports to: Senior IT Program Manager

Employment Type: Full time, Exempt

Schedule: 37.5 hr./week

Last Revised: 3/20/2022

Summary:

The Square Tech IT Coordinator facilitates the Square Tech Training Program. The coordinator oversees the program's day-to day activities for both academic year and summer programming. This position reports to the Square Tech IT Program Manager and works closely with the Manager on various aspects of the program such as implementing evaluation and assessment tools, creating reports, and completing administrative tasks. This position will also be involved in classroom activities and working directly with program participants. The coordinator will be youth oriented and interested in incorporating technology-based themes and activities into curriculum.

Duties and Responsibilities:

Curriculum Development and Instruction Delivery

- Develop and implement curriculum in program modules such as PC hardware, HTML, Java, Python and networking.
- Responsible for administrative activities related to classroom instruction such as taking attendance, collecting completed forms, communicating with students, staff and parents;
- Prep and assist with program related computer equipment
- Act as lead instructor for program modules as needed
- Complete administrative duties related to program

Assessment and Evaluation

- Understand systems, goals and tools for tracking outcomes and measurements related to training program.
- Administer evaluation tools along with collecting and input data into system
- Support technology based workshops and events
- Conduct individual check-ins with participants in the program with developing individual skills development plans
- Gather and use information for improvements to the program design;
- Attend workshops both internal and external as relevant
- Attend supervision meetings with Square Tech Senior manager
- Plan, supervise and attend field trips, open houses, and other events

Other responsibilities:

- Implement participant recruitment strategy, including outreach to partners, coordinating open houses, and attending job fair events
- Develop and maintain relationships with community partners
- Work on special projects as assigned by Senior Manager
- Collaborate with other program staff on CSTO program and organization-wide events as needed

- Provide information as requested by manager for development staff for grants and other funding opportunities and reports

Qualifications:

- A minimum of 2 years of relevant, professional work experience
- Proficient in Microsoft Office
- CompTIA A+ strongly preferred
- Any combination of education and training which demonstrates the ability perform the duties and responsibilities as described.
- Experience in IT field and other computer-aided instructional technologies and simulators preferred
- Education and training which demonstrates the ability to perform the duties as described.
- At least 1 year of teaching experience and developing curriculum strongly preferred
- Must be enthusiastic and display a positive and encouraging attitude towards students and colleagues.
- Enjoys collaborative planning and curriculum development
- Experience in a multicultural, community setting
- Strong communication skills (verbal and written)
- Passionate about education and technology
- C.O.R.I and S.O.R.I. checks required.
- Bilingual English/Chinese/Spanish (preferred, not mandated)

Interested candidates should contact Irene Matos-Chan: ichan@cstoboston.org

Applications will be accepted until the position is filled.

Castle Square Tenants Organization, Inc. is an Equal Opportunity Employer