*Digital Literacy and Technology Program Coordinator*

Helping Link is looking for a **Digital Literacy and Technology Program Coordinator** to help plan and coordinate our digital literacy and technology education program by assisting in revising and updating our digital literacy and technical curriculum.

This half-time position, which reports to the Executive Director, will work with our volunteer Information Technology team to implement a new system for maintaining, loaning and storing the library of laptops and tablet computers. Discretion with client information and the ability to manage multiple tasks and priorities are essential. The ideal candidate will play a collaborative role in developing and implementing systems that increase the effectiveness and efficiency of our work and help us grow our impact.

This is currently a remote position but may require on-site work in the future.

**Responsibilities and Duties:**

* Collect and review existing digital literacy and technology curriculum
* Create and conduct a survey of graduates of recent digital literacy and technology courses to evaluate the curriculum and training outcomes
* Update curriculum based on surveys and review
* Coordinate intake and outreach for technology education program
* Recruit volunteers to assist with curriculum translation (Vietnamese to English)
* Recruit graphic designer to assist with revamping visual accessibility and UX design of curriculum
* Recruit volunteer to implement additional curriculum evaluation
* Make new curriculum accessible to wider Seattle community
* Collaborate with the IT team to set up a new loaner/maintenance system for devices
* Recruit a volunteer to run the new loaner/maintenance system

**Minimum Qualifications:**

* 2+ years of work experience with nonprofit program/project coordination
* Excellent verbal and written communication and interpersonal skills
* Outstanding organizational skills
* Ability to operate Microsoft Office (Word, Excel, PowerPoint)
* Proven ability to work with efficiency, flexibility and humor
* Strong commitment to Helping Link’s mission and values

**Preferences:**

* Experience in the nonprofit sector
* Experience with volunteer management
* Familiarity with the Vietnamese community and English Language Learner programs
* Willingness to learn more about community service system navigation
* Two years of college or a bachelor’s degree

This is a half-time, non-exempt, grant-funded position. The hourly rate for this role is $24-$29, depending on experience.

For a complete job description, visit <https://www.helpinglink.org/employment/>. To apply, send a cover letter and resume to [careers@helpinglink.org](mailto:careers@helpinglink.org) and include the job title in the subject line.