

**Hispanic Housing Development Corp.**  
**Community Technology Center (CTC) Coordinator/Instructor (Part-Time)**

**SUMMARY**

The objective of the Community Technology Center is to provide community-area residents with workforce and computer literacy skills. The long-term goal of the project is to expand access to technology to underserved population in the areas that HHDC serves and to increase skills to improve economic self-sufficiency. The **Coordinator/Instructor** assists in implementing the Adult Basic Education (ABE) program in preparation for GED-in-training students to use software to study for the GED through computer-based instruction. This individual is responsible for creating and implementing new computer classes to interested community members.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

- ◆ Create computer curricula and implement classes to beginner, intermediate and advanced users.
- ◆ Provide training to other staff members involved in providing computer instruction, including ESL and pre-GED training.
- ◆ Set up user names and passwords for new users.
- ◆ Set up all new computers.
  - Install hardware and software.
  - Set up network connections.
- ◆ Troubleshoot any computer problems that arise.
- ◆ Create, maintain, update, and provide training within the CTC's program.
- ◆ Conduct Internet research related to CTC and the classes provided.
- ◆ Provide network administration.
- ◆ Provide one-on-one assistance to clients.
- ◆ Create surveys with other staff members and distribute to computer users.
- ◆ Demonstrate success working within diverse communities, including but not limited to age, race, sexual orientation, geography, and/or economic status.
- ◆ Track program participants' progression with tests and homework assignments.
- ◆ Prepare reports to assess the effectiveness of the programs.
- ◆ Assist in grant writing as needed.
- ◆ Other duties and projects as assigned.

**MINIMUM QUALIFICATIONS**

- ◆ Bachelor's degree in Computer Science or related field preferred.
- ◆ Minimum 3 years teach experience preferred.
- ◆ Past experience teaching technology or using technology.
- ◆ Ability to work well within a team and individually.
- ◆ Respectful of community members, coworkers and others.
- ◆ Ability to explain technological issues or concepts to novices and/or children.
- ◆ Good written and verbal communication skills.
- ◆ Ability to create, use and/or enhance existing training materials.
- ◆ Strong interpersonal and customer service experience.
- ◆ Ability to work with all classes and ages.
- ◆ Knowledge of computer networks, hardware/software installation and implementation, course/curriculum development, and/or web design/development **REQUIRED**.

**EOE**

**Important:** Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to [recruiting@hhdevcorp.com](mailto:recruiting@hhdevcorp.com).

**Principals only -- No Recruiters**