Position Title:  Technology Coordinator  
Location:  Virtual Position

The CT Youth Leadership Program (CTYLP), a Connecticut nonprofit organization empowering youth with disabilities to realize their leadership potential (www.ctylp.org), is in search of a Technology Coordinator. This is a short-term seasonal position.

The mission of CTYLP is to provide youth and young adults with disabilities with opportunities for self-discovery, the development of self-advocacy, decision making, and problem-solving skills to maximize their leadership potential.

The Technology Coordinator handles setting up, managing, and training on all technology platforms and programs used during the Youth Leadership Forum (YLF) from July 24-28, 2022. Additionally, the technology coordinator will train YLF staff and volunteers on how to navigate the virtual platforms.

Requirements:
- Must be able to work the dates of the Forum, July 24-28, 2022 from 8:00 a.m. to 5:00 p.m. and have availability immediately as issues arise. Provide monthly 2-hour training sessions in April, May, and June and weekly sessions in July leading up to the forum as needed.

Required Qualifications:
- A person who is collaborative and partnership oriented
- A person who is comfortable working independently and as a member of a team
- Self-directed, self-starter, well organized, strong motivational skills, and committed to YLF’s mission
- Strong technology skills
- In-depth knowledge of Google Workspace (GSuite) package – especially Google Classroom, Google Docs, Google Drive, and transferring information into Google Forms, and Zoom conferencing platform
- Strong problem-solving skills
- Excellent communication skills, both oral and written
- Excellent interpersonal skills necessary to interact with the public, youth with disabilities, and YLF staff

Responsibilities:
- Setting up program and program materials in Google Workspace using Google Classroom, Google Docs, Google Drive, and Google Forms
- Zoom conferencing: scheduling, and all features including accessibility (especially language interpretation and captions), downloading videos, and breakout room creation and management
- Creating accessible and fillable documents
- Providing support for online learning platforms
- Troubleshooting and working with staff and participants to resolve access and technical issues during the summer program
Creating and sending surveys, uploading, and embedding videos
Supporting staff in making accommodations for participants

Preferred:
- Understanding of social media platforms; (e.g., Facebook, Instagram, and TikTok).

This is a paid position with a one-time flat rate of $2,000-$2,500

Please send resume to Beth Reel at breel@cpacinc.org no later than April 1, 2022 with the subject line “YLF Technology”.