

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”.