



PCs for People – IT Education Coordinator and Instructor

About the Company

PCs for People is a 501(c)(3) nonprofit that provides access to technology for low-income individuals and secure e-waste recycling for businesses. Our model consists of sourcing retired technology, refurbishing for reuse, distributing computers to our communities in need, and offer ongoing training and support.

Since 1998, we've become a national leader in digital inclusion by serving over 345,000 individuals, distributing 115,000 people with home computers, connected 96,000 households to the internet, and responsibly recycled over 7 million pounds of electronic waste.

About the Role

This role is located in Denver, CO 80207, supporting the IT Training Programs from our Northeast Park Hill Community Technology Hub. Through the development of the IT Training Programs created in this role, community members will be prepared to gain new employment opportunities, education achievement, and access/skills for effectively using online resources.

This **part-time position** is responsible for developing IT training material, leading computer classes, and coordinating/establishing partner education programs for multiple age groups.

The position is also responsible for:

- Communicate effectively with funders/donors and partner organizations regarding our processes, policies, and the mission of PC's For People
- Keeping accurate student records and education program data
- Train and instruct students and learners on computer operations.
- Design and develop computer instructional material useful for students and learners.
- Design, implement and administer training schedules involving partner programs.
- Evaluate and assess student progress.
- Implement new technologies and methodologies in training programs to support students.
- Brief and instruct community partners on new technologies, software programs and applications.



- Coordinate with customer sales team and community partners to develop new course material.
- Review and evaluate student needs and design appropriate course material.
- Integrate best practices in training schedules and procedures and issues.
- Other duties as assigned

Required Skills/Qualifications

- 2+ years of a combination of Education, IT Training, and/or Nonprofit Program Development experience
- Computer IT Certification (desired) such as A+, Microsoft Office User Specialist, IC3
- Passion for developing education programs that make a positive impact on the community.
- Strong computer skills involving Windows 10 operating system, Office Suite of productivity software, identifying hardware and appropriate specs, and internet/online resources including social media.
- Experience developing training material for youth and/or adults
- Self-motivated, possess high energy, grace, and good moral character
- Strong communication skills with the ability to prioritize projects and meet deadlines
- Enjoys working with a wide variety of people in many different situations

Benefits

- Paid Training
- Paid Time Off
- Bonuses
- Store Discounts
- Flexible Schedule

This is a unique position with a growing non-profit. We have a casual, fun, team oriented environment. Pay will be \$19 - \$20/hr with flexible work hours as a part time position. Pay is determined on experience. Candidates must be willing to undergo a background check, in accordance with local law/regulations.

Hours: Primarily Mon-Friday between 9-4:30 with ability to work on some weekends and evenings

Pay: \$19 - \$20.00 /hour



Work Location: One location at Community Technology Hub in Northeast Park Hill with some travel to our partner organization sites.

Expected start date is as soon as possible. Candidate must pass a pre-employment background check.

PCs for People is an Equal Opportunity Employer. No person will be discriminated against in employment or benefits decisions because of race, color, religion, sex, affectional preferences, identity or expression, national origin, marital status, age, disability, veteran status or any other legally protected status.

To apply send your resume and cover letter to afrank@pcsforpeople.org

For more information about the organization, please check out www.pcsforpeople.org