



Title: Program Manager, California Emerging Technology Fund

Reports to: Director of Adult Education Services

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director Adult Education is responsible for the implementation of the CETF (VFTP) Computer Literacy Program in conformance with federal, state and district guidelines and to interpret the to parents and community. Duties and responsibilities may include but are not limited to:

1. Assist with all phases of program and building maintenance.
2. Set-up and monitor all record keeping pertaining to CETF/VFTP program.
3. Assess educational and social problems that are interfering with the families' optimal use of the educational experiences afforded through VFTP Computer classes, Broadband access.
4. Train and facilitate outreach materials amongst partners, VFTP staff, and community volunteers in order to recruit participants.
5. Coordinate and facilitate appropriate testing for computer literacy program. Cooperate with other professional staff members and community agencies in assessing and helping families with literacy development.
6. Interpret the data gathered from survey information regarding broadband and compile to a report.
7. Develop and prepare written and online informational packets for families regarding program offerings of the VFTP program with the aid of the partnership advisory group, to promote participation. In Adult Education.
8. Develop and use instructional materials suitable for use of the VFTP program work with private partners (IBM, New Egg, Bank of America, and Pacoima Chamber of Commerce) to develop resources required for VFTP programs and services. Carry out a program of information and communication as a means of interpreting the Technology provided for VFTP clients and to the community.
9. Arrange for, lead and participate, in the development and implementation of training programs for staff and families.
10. Submit quarterly program status reports.
11. Perform other duties as needed.
12. Develop CETF (VFTP) awareness amongst program participants, members of their family and community at large.
13. Establish rapport with leaders in the community and with partnering agencies.
14. Serve as a liaison between the school, the home, and the community in building positive attitudes about learning.

The Youth Policy Institute is an equal opportunity employer.

15. Maintain ongoing communication with principals and classroom teachers regarding the families in the program.

Qualifications

- Bachelor's Degree preferred.
- Two years previous experience teaching and/or organizing community programs.
- Two years previous program implementation experience.
- Must be computer proficient.
- Knowledge of educational organizations and the learning process as it relates to education and training resources, program planning and evaluation.
- Experienced in tracking participant progress, outcomes and producing qualitative and quantitative program reports.
- Must be flexible to changing priorities.
- Must be able to collaborate with others.
- Must be able to work under time pressure and meet time-sensitive deadlines

Salary: Commensurate with experience

How to Apply: Email resume to jobs@ypiusa.org (write CETF Program Manager in the subject heading).