

Resident Tech Coordinator

St. Nicks Alliance (St. Nicks) is currently seeking a **Resident Technology Coordinator** to provide training and assistance ensure residents of St. Nicks managed housing have ability to connect to the internet. This will aid residents their educational and economic self-reliance, and ability for independent living and full integration in community life. Residents include children, elderly and adults, some with limited English language proficiency. The position is under the supervision of the Senior Service Coordinator in the Community Preservation Department.

Responsibilities

- Conduct surveys and one-one one meetings to assess the needs of the households themselves in terms of accessing the internet;
- Assist in overcoming barriers which prevent residents from accessing the internet: availability and cost of broadband, wireless or the quality of devices to use;
- Coordinate classes for residents using variety of applications: Office, Googles sheets, zoom or WebEx or sources for foreign language support. Also support to learn online banking, paying rent and request repairs online, accessing government services online.
- Provide social services support with other Service Coordinator Team assessing & enrolling households in programs to meet economic and social needs beyond internet access.
- Assist with design of outreach & educational materials for distribution to St. Nicks' residents.
- Assist with the planning and implementation of recreational activities for Households
- Align activities with St. Nicks Youth Division to ensure objectives are connected to NYC DOE standards and with Eldercare division objectives for assisting elderly residents
- Assist with the planning and facilitation of educational activities for households in topics including financial wealth, health, green and healthy living and other topics that will promote economic self-reliance and independent living.
- Assist with the maintenance of residents' files and database and reporting.

Qualifications/Requirements

- Experience with Community Outreach or Social Services.
- Experience with computers, cell phone applications, internet and technology.
- Bi-lingual (English – Spanish) (spoken and written) a plus
- Ability to work with economic, cultural diverse population.
- Excellent written and verbal communication skills.
- Ability to work evenings and weekends as necessary.

If interested, please send resume and cover letter (via email only) indicating salary requirements to:

St. Nicks Alliance

Attention: Mr. Rolando Guzman, Deputy Director of Community Preservation

Email: cpjobs@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 16,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.