



We're your technology nonprofit!

Computers, Digital Media Services, Training, IT Services, FREE E-Recycling
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www.sdfutures.org | www.facebook.com/sdfutures

ORGANIZATION BACKGROUND

The mission of SDFF, a local nonprofit 501c3 serving all of San Diego County, is to improve people's lives by making information technology available to underserved individuals, organizations and disadvantaged small businesses through training, education, technical services, and equipment. SDFF is supported by a variety of local funders including the County of San Diego. For more information please visit our website: www.sdfutures.org

OVERVIEW: Senior Tech Ambassador Program Assistant - (Volunteer/Unpaid)

The Senior Tech Ambassador Program Assistant will perform a variety of tasks depending on project deadlines. This position is intended to better assist and direct the needs of our volunteer instructors and senior students.

RESPONSIBILITIES

- Assist with the reporting and tracking of participant information
- Contact students via phone to communicate necessary program information
- Occasionally assist with classroom instruction or management
- Assemble senior workbooks when necessary
- Assist with the translation of existing workbooks
- Assist with other administrative tasks as needed

EXPERIENCE AND EDUCATION

- Effective communication and listening skills
- Interest in technology with working knowledge of Windows 7
- Experience with Microsoft Office Suite
- Excellent communication skills and command of the English language
- Ability to work independently to solve problems and resolve issues
- Capacity for working in team environment
- Possess high levels of patience

The Senior Tech Ambassador Program Assistant works under the supervision of the Education & Training Digital Literacy team and will report directly to the Senior Program Coordinator working collaboratively within the Education & Training department and other SDFF staff.

TERMS

Schedule: Weekly, during business hours, Monday-Friday, with a minimum of 8 hours per week.

