



**Job Title: Digital Connectors Program Instructor-Contract Consulting**  
**Department: Resident Services Program**  
**Reports to: Site Service Director-Valencia Gardens**  
**Job Status: Part Time (6-8 hours/week)**  
**Salary Range: DOE**

**About Our Organization:**

Mission Housing Development Corporation develops high-quality, well-managed, affordable, sustainable homes and communities that promote the self-sufficiency of low and moderate income families, seniors, and persons with diverse needs. Mission Housing offers technical assistance to service providers to help them develop affordable housing that meets the needs of special populations.

Its Resident Services component seeks to foster healthy communities and promote self-sufficiency by improving community relations, facilitating access to resources, and providing opportunities for personal goal achievement for residents of MHDC housing communities.

**The Digital Connectors Program Instructor will be responsible for:**

1. The instructor will teach and coordinate a Digital Connectors program at MHDC-Valencia Gardens in partnership with One-Economy.
2. Training, Team Building and Youth Development
3. Coordinate and/or implement trainings in Computer Maintenance and Advanced Internet use.
4. Create, organize and coordinate the outreach and recruitment process as well as the interview process of Digital Connectors Candidates.
5. Work with partner organizations/agencies to design the program, create an implementation plan and evaluate program success.
6. Conduct regular group sessions to strengthen teamwork, define program context and debrief experiences.
7. Provide leadership training and hands-on learning opportunities.
8. Build relationships between youth and IT professionals and connect youth to the IT sector through shadowing experiences and outings.
9. Maintain Program Schedule.
10. Track job performance of Digital Connectors.
11. Manage student's activities in Learning Management System.
12. Provide mentoring and coaching to Digital Connectors on an individual and collective basis.
13. Maintain time sheets and information.
14. Maintain communication with the Site Service Director, Resident Services and Management Staff
15. Lock the computer lab and secure hardware equipment.
16. Create, organize and coordinate the graduation of the Digital Connectors.

**Position Requirements and Responsibilities:**

- Professional commitment to the mission of Mission Housing Development Corporation.
- Associate degree with mandatory 2 years of youth development experience
- Ability to work in a fast paced environment
- Writing, speaking and presentation skills
- Familiarity with basic and moderate computer functions and software.
- Effective project management skills: demonstrated ability to manage multiple tasks and priorities, prioritize work, maintain deadlines and ensure quality of work
- High comfort level with a collaborative work process and collegial working environment
- Must be able to work independently
- Must be 21 years and older and have the ability to rent a car

- Adhere to schedule conference call as determined by the Site Service Director of Valencia Gardens and other Digital Connectors team members.
- A sincere passion and drive for helping improve the lives of the low-income community through technology
- Ability to drive/a valid class “c” driver’s license.
- Bilingual is a plus (English/Spanish)
- Perform other duties as assigned.

**Administration:**

- Maintain timesheets, cost allocation sheet, produce a monthly service reports, grant reports, activities budgets, program files, digital connector’s files and required paperwork.
- Maintain collaborative relationship with Resident Service and Property Management staff.
- Perform other duties as assigned

**Hours and Time Commitment:**

- 6-8 hours/week
- Late afternoon, some Saturdays
- Availability during the academic school year

Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations.

Mission Housing Development Corporation is a drug free work place as required by the “Drug-Free Workplace Act of 1988.

**Salary:**

MHDC is an established leader in nonprofit housing. We offer a highly competitive salary.

**To Apply:**

Please email resume and cover letter to [mugarte@missionhousing.org](mailto:mugarte@missionhousing.org), or via fax to 415-553-3168.