

**Kramden Institute, Inc.**

**Position Title: Program Coordinator**

**Classification: Full-time, Exempt Employee**

**Reports To: Program Manager**



**About Kramden Institute:**

Kramden Institute, a Durham-based non-profit organization, has been working since 2003 to bridge the digital divide by providing technology tools and training. As a computer refurbisher, the organization collects thousands of devices each year, restores them, and distributes them back into the community. To date more than 48,000 computers have been distributed to students and adults across North Carolina. More than 9,000 individuals have participated in educational and training programs since 2014.

**Position Description:**

The Program Coordinator (PC) is responsible for supporting Kramden's computer basics program. This program provides training and computers to new or low-skills users. A significant portion of the computer basics program is administered using a train-the-trainer model and the PC will coordinate the training of Community Technology Instructors (CTIs) and oversee the implementation of the program in communities across North Carolina. The PC will work closely with the Program Manager and other members of the Kramden team to ensure that all aspects of the program are delivered effectively.

*Program Coordination*

- Coordinate the Computer Basics: Train-the-Trainer program in communities across North Carolina
- Train and oversee Community Technology Instructors (CTIs)
- Conduct site visits and provide feedback and support to CTIs and partner agency staff
- Track the distribution of devices, stipends, and other program incentives
- Promote the program, and all Kramden programs, to new partners and agencies

*Education & Training*

- Act as an instructor teaching a variety of Kramden classes such as Computer Basics, Northstar Computer Skills, and STEAM workshops
- Stay current on digital literacy and STEAM education trends and work with the team to implement necessary changes to curriculum

*Program & Administrative Support*

- Assist with volunteer events, computers distributions, and front office operations as needed
- Utilize CRM to track and program participants and create methods for increased client engagement

**Employment Requirements:**

- Bachelor's degree
- 2+ years' experience in teaching and education
- Knowledge of computer software and basic hardware
- Excellent written and verbal communication skills and ability to present ideas and information clearly
- Attention to detail and outstanding organizational skills
- Commitment to working with students of varying levels of interest and ability
- Ability to build authentic relationships with racially, socioeconomically and gender-diverse communities
- Ability to lift 30 lbs. often and repeatedly
- Criminal background check
- Valid driver's license and reliable transportation

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- Spanish language skills preferred

**Salary & Benefits:**

- \$48,000 - \$50,000 annual salary with opportunity for yearly bonus.
- Healthcare: Blue Cross Blue Shield PPO with options to add spouse and children. Employer will pay 80% of the premium for employee.
- Retirement Savings: Eligible after three months of employment with 3% matching funds.
- Leave: Three weeks PTO (2 weeks flexible with 3rd week during the Christmas week) with additional days added after 5 years.

*To apply, send an email to [jobs@kramden.org](mailto:jobs@kramden.org) with a resume and a cover letter/explanation of why you would be a good fit for the position. Include "Program Coordinator" in the subject line. Preference will be given to applicants who apply on or before March 1, 2023.*