Position Title: Technology Educator
Reports To: Education Manager
Type: Full-time, Exempt

Kramden Institute: Providing Technology Tools and Training to Bridge the Digital Divide.

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 they began in 2014.

Position Overview

Kramden is looking for an energetic and engaging technology instructor to join our team. Kramden has a long history of being an innovative leader in providing digital inclusion programs to communities in need. We are looking for an educator with a passion for technology and a desire to bring equity to all through education and training. This Technology Educator will be a key member of our program team and will teach a wide variety of classes to a client population that ranges from elementary aged students to senior adults. Work for this position will take place primarily at the Kramden office in Durham, NC with some classes taking place at partner locations throughout the Triangle.

Technology Education
- Utilize existing curriculum to prepare and teach classes. Classes may include but are not limited to:
  - Basic digital literacy skills for adults (taught both in person and online),
  - Summer camps (digital creativity, game design, PC build, coding basics, electronics, etc.)
  - Afterschool programs
  - Technology workshops for adults and youth
- Work with the Educator Manager to create new and innovative curriculum and class offerings
- Plan and organize instruction in ways that maximize student learning
- Maintain accurate attendance and participation documentation for each course offered at Kramden
- Develop strong relationships with clients and create individual learning plans
- Train community members on how to deliver computer basics training (train-the-trainer model)
- Create and update asset inventories of digital inclusion resources in communities across North Carolina

Administrative Support
- Assist with volunteer events, computers distributions, and front office operations as needed
- Utilize Customer Relationship Management (CRM) software to track and program participants and create methods for increased client engagement

Employment Requirements:
- Bachelor's degree or actively working towards a degree
- Ability to work some evenings and occasional weekends
- A working knowledge of computer technology, including operating systems, file structure, office programs, and the internet
- Experience with multiple operating systems and an openness to learn new software
- Excellent verbal communication skills with ability to present ideas and information clearly
- Experience teaching or working with students of all ages
- Commitment to working with students from differing backgrounds and of varying levels of ability
- Attention to detail and outstanding organizational skills

- Ability to lift 30 lbs. regularly and repeatedly
- Criminal background check
- A valid driver's license and reliable transportation

Desired Background/Skills
- A flexible and adaptive attitude toward teaching and curriculum design
- Excellent team skills and abilities to foster teamwork and teambuilding
- Basic understanding of computer programming
- Spanish language skills

Salary & Benefits
- $48,000 - $52,000 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 with a resume and a cover letter/explanation of why you would be a good fit for the position. Include "Technology Educator" in the subject line. Preference will be given to applicants who apply on or before March 1, 2023.