

Date Posted: 02/09/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Program Specialist

Employer/Agency: Technology for All & the
Texas Connects Coalition

Job Description: TFA is a seasoned nonprofit provider of technology tools and resources focused on empowering low-income and under-resourced communities. Organized in 1997, TFA provides educational and economic opportunities for the underserved by partnering with other nonprofits, educational institutions, foundations and the public and private sector. In 2009, TFA, together with Austin Free-Net (AFN) and the Metropolitan Austin Interactive Network (MAIN), formed the Texas Connects Coalition (TxC2) to work together to bring broadband technology opportunities to underserved Texans. Over the next two years, the partners (TFA, AFN, and MAIN) will work together to develop, support, and enhance 70 public computer center sites in Houston, Austin, San Antonio and rural Texas. This is funded by a \$9.6 million Recovery Act-Broadband Technology Opportunities Program (BTOP) grant to Technology For All and its partners, that with cash and in-kind commitments will be an investment of over \$12.3 million in Texas' most vulnerable and underserved population groups.

For more information, please visit www.techforall.org and www.TxC2.org.

ABOUT THE POSITIONS

The Texas Connects Coalition will employ several persons in Houston, Texas to serve as Program Specialists. These persons will provide support in the establishment, development and program implementation of 19 TxC2 Public Computer Centers sites (PCCs) in Houston, Texas. The Program

Specialists will work closely with the TFA Management Team and will directly report to a Senior Program Manager. Program Specialists will be integral to the success of the Texas Connects Coalition in meeting the objectives of the BTOP grant.

RESPONSIBILITIES

- Work with team members to coordinate and assist with the installation of hardware and software at Public Computer Center sites.
- Coordinate all work leading up to sustainable program development and outreach at PCC sites. This may include document creation, managing supplies and interaction with PCC sites via email, phone, and/or in person.
- Prepare documentation for and participate in meetings with PCC sites.
- Assist PCC sites in the development of sustainability, outreach and training plans
- Work with PCC site leadership to implement outreach and sustainability plans
- Provide direct training to PCC clients and volunteers.
- Work with PCC sites to gather and report in a timely manner all required TXC2 metrics.
- General Program responsibilities:
 - Participate in TXC2-TFA program and staff meetings.
 - Work collaboratively with other team members to achieve overall team goals.
 - Contribute new ideas regarding the TXC2 mission.
 - Understand and communicate the mission to staff, clients, donors, and other stakeholders and other tasks as needed
- Other duties as assigned

Qualifications:

Required:

- A team player with a passion for the TXC2 mission
- Bachelor's degree
- Experience working with one or more of the population groups served by the project
- Demonstrated experience leading presentations

and/or training sessions

- Detail-oriented with strong writing skills
- Proven organizational and problem-solving skills
- Strong relationship or “people” skills
- Team player who is also capable of working independently and with minimal oversight
- Demonstrated flexibility when priorities change
- Capacity to thrive under pressure while working on multiple tasks and projects
- Ability to set priorities for self, team and peers, and adjust when priorities change
- Proficient using all Microsoft Office applications

Preferred:

One or more of the following:

- Experience working with public schools and/or districts
- Experience working with low-income communities
- K-12 teaching background
- IT training or solution skills

Salary/Hours:

Compensation will be competitive and commensurate with experience. Technology For All also offers a benefits package for all Texas Connects Coalition project employees.

Employer/Agency:

Technology for All

Address:

2220 Broadway

City, State, Zip:

Houston, TX 77012

Contact Person:

Julie Stuckey

Phone:

713-454-6400

Application Method:

Please send a resume and cover letter, outlining how your skills and experience meet the qualifications of the position, stating how you heard about this opportunity and your current/most recent salary, to Julie.Stuckey@techforall.org using the following conventions:

Subject line: Director, Finance and Compliance

Cover Letter:

yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed until all the positions are filled. The positions will be filled on a rolling basis beginning January 1, 2011

Opening Date: January 1, 2011

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***