

Agency: Youth Job Center of Evanston, (YJC)

Location: 1114 Church Street, Evanston, IL

Position: Computer Trainer/Lab Assistant

Type: Part-time (Contractual)

Responsibilities:

- Assist the Technology Coordinator with the operation of the Community Technology Center (CTC) 20 station computer lab
- Provide daily PC maintenance to ensure functioning hardware and software
- Develop curriculum and facilitate classes in basic computer skills, Internet, Microsoft Word, Excel, PowerPoint and Outlook, IC3 and A+ Certification Prep Courses
- Implement a pre and post test for students completing the modules
- Work one-on-one with clients to assist with resume development, job applications and additional job search assistance
- Enforce professional behavior and CTC rules
- Troubleshoot PC and printer problems and resolve software conflicts
- Recommend improvements to existing equipment, services and policies as necessary
- Document common procedures and best practices related to the CTC

Qualifications:

- Bachelors degree required, preferably in a computer science or other related field
- Experience and knowledge of a wide variety of computer software programs, including advanced level of knowledge in Microsoft Office programs, networking, and computer hardware
- 1-2 years prior experience in computer instruction and applications
- Basic PC troubleshooting skills and experience resolving software conflicts, printing problems, etc.
- Excellent oral and written communication skills
- Reliable and self-motivated
- Determination to continue working on a problem until reaching a resolution
- Experience and ability to work with diverse populations, ages, and skill-level
- IC3, MOS, and A+ certifications preferred

Hours: 15-20 hours a week; Monday-Thursday from 2pm-7pm

Application: Submit a cover letter, resume and three employment references to: Molly Verble, Director of Programs via email only at mverble@youthjobcenter.org

No phone calls please; incomplete applications will not be reviewed