

**PAINTED BRAIN TECH INTERN**

**FLSA: Internship Position (Stipend)**  **Supervisor: David Israelian**

**Summary**  Under the supervision of the Chief Technology Officer, the Tech Intern will be responsible for leading and facilitating all Tech Peer programming and workshops for transitional aged youth. Tech intern will be responsible for facilitating basic coding workshops utilizing HTML and CSS. Additionally, the Tech Intern will be called upon to engage in website development utilizing HTML, CSS and JavaScript in collaboration with the Painted Brain Tech Team. The Tech Intern will facilitate tech trainings on WordPress management and website development. The Tech Intern will engage students in online marketing workshops utilizing digital marketing tools such as Buffer and HootSuite. This position will be facilitating one to two workshops per week in person. In addition, the Tech Intern will be able to work remotely on some work tasks.

**Essential Functions**

* Facilitates tech workshops of assigned training programs for transitional age youth and at times for staff.
* Assist with web development utilizing HTML CSS and JavaScript.
* Develops, administers and implements all training programs in accordance with the Painted Brain’s tech initiatives and strategies.
* Analyzes and determines training needs and problems.
* Conducts training sessions in a class size ranging anywhere from 6 to 30 students.
* Works one-on-one with a special needs population, including assessments, individual interventions when necessary, and, coaching to empower students to stay on track and engaged in the classroom.
* Distributes study guides and other resources to supplement on site instruction.
* Evaluates data and organizational needs to improve curriculum and presentations.
* Works with department management to design and implement improvements.
* Manages the learning environment including classroom setup, systems setup, course materials, media, and online learning.

**Secondary Functions**

May perform other duties as assigned by the Chief Technology Officer. Answer phones and route incoming calls; serve as back-up for Chief Technology Officer in his/her absence.

**Minimum Qualifications** - Knowledge, Skills and Abilities Required

* This position requires the ability to effectively follow through on tasks to completion and work independently with minimal supervision.
* Requires basic understanding of HTML and CSS coding in order to teach workshops.
* Proficiency In the use of WordPress for website development and management.
* Thorough knowledge of Microsoft Office, including Outlook, Excel and Word and a working knowledge of the Windows operating system are mandatory.
* Candidates must have project management skills as well as strong interpersonal, organizational, written and oral communication skills and demonstrate attention to detail.
* Candidate must possess solid background well-rounded in all aspects of digital marketing including search engine optimization (SEO). and comfortable explaining technical concepts in layperson's language.
* An Associate Degree is preferred; however, an equivalent combination of applicable training and experience may be substituted for educational requirements.
* Excellent verbal and written communication skills are mandatory.
* Proficiency in Google Docs, Canva, MailChimp, Slack, Salesforce, and Hootsuite.
* Strong interest in teaching, in mental health activism, the arts, and or social enterprise.
* Self-motivated and collaborative spirit, with excellent organizational and communication skills, attention to detail, and ability to meet deadlines.
* Ability to work with multi-ethnic populations and populations with mental illness.
* Ability to work in a flexible work environment.
* Ability to assess and communicate appropriate timeframes for projects.
* Background check upon request.
* Working knowledge of Microsoft Word, Excel, and other database programs. Accurate and concise documentation.
* Neat and professional appearance
* Attention to detail and punctuality required.
* Verification of Employment Eligibility and Background Clearance.
* Valid Driver' s License and auto insurance required. Reliable transportation is required.

**Non-Essential Qualifications** (optional)- Knowledge, Skills and Abilities

* Group leadership skills
* Ability to manage and attend to group process needs
* Conflict resolution skills

**Supervisory Responsibilities**

Supervision of Tech Peer staff with the ability to train staff on group facilitation with assistance from MSW’s and Chief Technology Officer as needed.

**Environmental Conditions (Working Conditions)**

There may be possible exposure to highly or moderately aggressive clients.

**Physical Requirements**

The Tech Intern is required for at least 60 to 90 minutes sustained group facilitation, answering phone calls, customary talking, and walking.

**Mental Requirements**

The Tech Intern must be able to accommodate distractions and interruptions due emergency situations, and exposure to inappropriate behavior and/or languages of others.

I have been given a copy of this Internship Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

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Print Name

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Employee’s Signature Date

Please email your cover letter and resume to our HR representative Shameka Henderson at [shameka.henderson@paintedbrain.org](mailto:shameka.henderson@paintedbrain.org). In the subject line, please write “Painted Brain Tech Internship”

**Painted Brain is an Equal Opportunity/Affirmative Action Employer**