

YW Tech Lab Subject Matter Expert Contractor

Department: Mission Impact

Hours of Work: Scheduled Office Hours, Monday-Sunday, Variable on Client Needs, 5-7 Hours/Week

Compensation Range: \$35/hour

Location: 353 E Michigan Ave, Kalamazoo, MI 49007 and other locations within a 5 mile radius.

Period of Contract: 4-6 months with possible renewal.

Position Description: We're looking for a knowledgeable candidate to support the successful implementation and execution of our newest program offering; YW Tech Lab. The YW Tech Lab program will offer the opportunity to work with survivors of abuse and violence to expand access and opportunities to higher-wage jobs within the tech field. The Subject Matter Expert (SME) will provide backbone support to individuals enrolled in an online Google professional certificate. This support includes helping to build out foundation computer literacy skills, hosting available office hours to answer questions related to the program, and assisting with any course related questions. The Subject Matter Expert holds the responsibility of working closely with our Public Policy Coordinator to help curate external interactions that provide real-world opportunities to hone marketable professional and soft skills. This is a paid, four-month contracted position where the successful candidate will effectively coordinate with YWCA staff and enrolled participants to enable successful completion of professional certificates and materials provided by the YW Tech Lab.

Applicants should have a strong understanding of their role and expertise through a comparable racial and gender equity lens. Additionally, past experience of supervision, and working with vulnerable populations is strongly encouraged.

Qualifications:

1. Must be at least 18 years of age or older.
2. Ability to work with people of diverse backgrounds.
3. Expertise in computer fundamentals including proficiency in Google and Microsoft products.
4. Must pass background checks and Central Registry Clearance.
5. Ability to think critically, problem solve, and navigate complex relationships.
6. Can fulfill anywhere from ~ 5-7 hours of work per week on a flexible schedule to meet client needs and availability.
7. Strong interpersonal skills. The ability to communicate directly, professionally, and effectively is vital to this role.
8. Demonstrated skills in organization and collaboration as a part of working on and supporting a team.

Responsibilities:

1. Host regularly scheduled study hours for program participants.
2. Assist participants with completing the YW Tech Labs program material.

3. Assist in curating and facilitating professional development programming.
4. Communicating with YWCA staff regularly and providing feedback on the continuous improvement of the program.
5. Assisting in program administration.

Contact:

Aaron Rusch (He/Him/His)
YWCA Kalamazoo Public Policy Coordinator
arusch@ywcakalamazoo.org