

## Technology Essentials Core Initiative (TECI) Coordinator Volunteer Position Posting

### Help meet the new basic need - technology!



In today's world, computer skills and internet access are essential. Even looking for work requires comfort, skill and access to computers and the internet. You can be an integral part of ensuring that our job seekers meet these requirements.

Do you love checking off to-do lists? Managing project work-flows? Making sure that people get what they need and are set up to succeed? Then we're looking for you! Support our small, but mighty team by managing the application and delivery process for our TECI program. In short, be the key to the success of our TECI program.

Daily Work is committed to having a diverse staff, intern, and volunteer workforce. We encourage people from all racial, ethnic, socioeconomic backgrounds to apply.

#### **About TECI**

In 2021 Daily Work launched the **Technology Essentials Core Initiative (TECI)** to put computers and internet service inside the homes of our job seekers. A volunteer tech squad delivers the equipment to each recipient, sets up the system to connect to wifi, and teaches some basic-use skills. Back in the office, case managers encourage individuals to keep practicing and support their efforts to gain computer experience.

By providing a tech essentials core – a refurbished laptop, connectivity, and training – we're preparing people for today's jobs, and positioning them for move-up jobs tomorrow.

#### **About Daily Work**

Daily Work is a nonprofit organization that supports people in finding and keeping work. Our mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute. For most people, employment is a means to long-term self-sufficiency and a thriving life. At Daily Work, employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

### **The TECI Coordinator Will Spend Their Time Doing Things Like...**

- Track TECI application requests in our database.
- Send email communications to staff, volunteers, and case managers regarding applications and TECI implementation.
- Prepare materials for meetings and on-site installation appointments.
- Track and document implementation steps.
- Run reports that can be used to share the impact of TECI and inform program delivery.

### **Work Logistics**

- **1-3 hours/week.**
- Position is unpaid, but there are opportunities for networking and professional development.
- **Minimum commitment of one year** required.
- Schedule: Flexible -- Can work remotely with occasional online meetings.

### **Skills/Qualities Desired**

- Excellent computer skills and ability to work with databases, spreadsheets, and reporting. Experience with Excel, MS Office and Google Platform is a plus
- Excellent verbal, written and interpersonal communication skills
- Commitment to diversity and ability to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Strong project management skills
- Strong reasoning and organizational skills
- Able to interact professionally and effectively with job seekers, interns, volunteers, supervisors, and members of the community
- Detail oriented
- Qualities: task- and implementation-oriented, creative, innovative, flexible, and self-motivated toward achieving excellence, ability to prioritize and work well under deadline.

*Note: To ensure the safety of staff and job seekers, we conduct a background check of applicant's criminal history. Daily Work will consider applicants with a criminal record on a case by case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application.*

***Daily Work also requires volunteers and interns who come to the office or meet with job seekers to be vaccinated and boosted for Covid 19.***

### **What We Can Give You**

This is an opportunity to give back to others while supporting job seekers in our community. Stay busy and be an important team member in a small organization. Build your professional network and add skills to your resume while enjoying a fun, flexible work environment where you can see the difference you are making every day.