



Title: Education Technology and Data Management Specialist

Classification: Exempt – Full time

Reports to: Executive Director

Date: 07/02/2020

Salary Range: \$45,000 - \$60,000

Position Summary

The Technology and Data Management Specialist is responsible for creating and maintaining the forms and database for programs registration and fundraising in addition to managing the website and being an instructor for various programs. He or she will support the technology needs of EIS education programs that may include teaching about coding, robotics, and drones as well as managing related equipment.

Essential Functions

Database Support (50%)

1. FormAssembly
 - Create, design, and launch forms for programs registration and events. Details include connecting the form data to Salesforce for smooth integration and migration, adding acknowledgement messages for form submissions, and adding a payment processor.
 - Test forms for accuracy upon submission.
 - Routinely check on status of forms and make adjustments when necessary.
2. Salesforce
 - Create, organize, and launch campaigns for fundraising, programs registration, events, groups.
 - Create and launch automation emails to pair with campaign member status updates for fundraising, programs, events, and groups.
 - Routinely check on status of campaigns and make adjustments when necessary.
 - Create and run reports of various information for staff.
 - Perform Salesforce data clean-up and features updates for both fundraising and educational programs.
3. Fundraising
 - Duties listed under FormAssembly and Salesforce.
 - Assist the Director of Development with the maintenance of donor list and information.
 - Support Director of Development with mail campaigns by helping with preparation of mailing lists (both for email and printed mail).

4. Maintain confidentiality regarding organization information and intellectual property; and staff and participant information.

Technology Instruction (25%)

1. Periodically teach classes for students in grades 4 – 12 on a variety of technology subjects including:
 - Computer coding
 - Robotics
 - Drones
 - Autonomous vehicles
2. Maintain technology equipment including:
 - Laptop computers used for technology classes
 - Tablets
 - Drones and related materials (e.g., batteries, controllers, spare parts, etc.)
 - Robotics kits

Website Support (15%)

1. Interface with website (currently Fifty & Fifty) company regarding website edits.
2. Support Executive Director and Director of Education in revising content and layout on website.

In addition to the essential functions listed, the following duties are administrative duties to support day-to-day operations:

Front Office & Reception Area Support (10%)

1. Assist with answering phone calls.
2. Assist with greeting and handling visitors, parents, and students.

General

1. Interface professionally with colleagues, visitors, staff and parents.
2. Follows EIS policies and procedures.
3. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Coding basics of a website (HTML/CSS/JavaScript).
2. Computer Science knowledge and programming experience (Arduino preferred).
3. Administrator knowledge of Salesforce and FormAssembly (minimum 2 years experience).
4. Strong customer/client relations skills, with the ability to interface effectively with racially, ethnically and economically diverse colleagues, supervisors, students (ages 5 through adult), external partners, and members of the public.
5. Effective oral and written communications skills in English (bilingual preferred).

6. Strong organizational skills.
7. Proficient use of:
 - Microsoft Office products including Word (including the use of tables), Excel, and Outlook
 - Adobe Pro including converting other types of documents into .pdf, compiling .pdf documents; paginating and searching .pdf documents
 - Cloud-based computing solutions (preferably Box, Microsoft Office 365)
 - Adobe Creative Suite (preferably Photoshop, InDesign)
 - WordPress
8. Basic video editing skills (Adobe Premiere or similar).
9. Ability to work effectively in a face-paced environment with changing priorities, while maintaining professionalism and strong rapport with EIS team members.
10. Consistently maintains a professional demeanor, appearance, and work environment.

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is regularly performed in an office environment and is regularly exposed to noise. When covering the reception area, the environment intermittently includes dozens of young children, instructors, community members, and parents.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit and stand; walk; use hands to type, finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time, permanent, benefited, exempt position. Standard days and hours of work are usually Monday through Friday, hours 8:00 a.m. – 4:30 p.m. with some flexibility. May require some Saturday and evening hours.

Travel

No travel is expected for this position.

Education and Experience

Required:

1. Minimum of bachelor's degree in a STEM field.
2. Three years of progressive experience and responsibility in a technology-related position.
3. Ability to work independently and as a member of a team.
4. Must be eligible to work in the U.S.

Preferred:

1. A degree with computer science/programming background.
2. Fluently bilingual/biliterate in Spanish.
3. Previous experience working with students (ages 7 to 17).

License, Certificates or Registrations

- Valid California Driver's License; insurable in the State of California

Additional Eligibility Qualifications

None

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

We are an equal opportunity employer. We promote and celebrate diversity and are committed to creating an inclusive environment for all employees as well as the people we serve.