

# Serving Older Adults of Southeast Wisconsin

## Position Description

### **POSITION: Limited Term Project Coordinator– Tech Connect for Older Adults**

DEPARTMENT: Tech Connect  
FLSA: Non-Exempt

REPORTS TO: Tech Connect Program Manager  
ORIGINATION DATE: 4/16/2024

### POSITION SUMMARY

Under the general supervision of the Program Manager, this position will coordinate a grant-funded project with the goal of providing devices and technology education and training for low-income older adults. This is a part-time limited term position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

In your work as Project Coordinator, you will:

- Ensure that all aspects of the project are organized and in conformance with timeline and deliverables requirements.
- Track overall progress and achievement of project milestones.
- Procure, distribute, and monitor devices and resources.
- Initiate and establish relationships with outside agencies that will serve as cohort hosts.
- Schedule cohort sessions and identify trainer availability to facilitate courses.
- Complete site visit checklist to identify and address potential challenges prior to first cohort session.
- Document cohort member attendance and progress.
- Provide ongoing project communication, ensuring that stakeholders are informed of strategy, budgets, milestones, and deadlines.
- Assist with evaluation process and administration of pre/post-tests, facilitate focus groups/interviews, and/or other evaluation activities to track program outcomes.
- Teach technology classes using a licensed curriculum.
- Perform other related duties as assigned.

### QUALIFICATIONS

- Bachelor's degree preferred
- One year experience in project coordination preferred.
- Ability to establish relationships with outside organizations.
- Must be able to work well with people from all cultures and backgrounds.
- Skill in maintaining accurate records.
- Ability to perform duties accurately and in a timely manner.
- Ability to provide superior customer service.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality.

- Ability to work in a team environment.
- Well-developed organization skills with attention to detail.
- Ability to maintain regular, punctual attendance.
- Must have a valid driver's license, access to a vehicle, and adequate vehicle insurance.

In evaluating candidates for this position, SOA may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of the position.

#### TOOLS AND EQUIPMENT USED

Tablets, laptop computers, projectors, smart televisions.

#### PHYSICAL DEMANDS

The physical demands described in this position description are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the essential functions of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to use hands and fingers to handle objects or operate tools or controls, and reach with hands or arms. The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required of this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

This kind of environment will include working in-office with frequent interruptions and moderate noise levels. This position will also require fieldwork; traveling to multiple sites and may be exposed to inclement weather. The Project Coordinator will consult with participants and vendors.

Must be versatile and be able to sit for long periods at a time. Light lifting will be required.