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100 College Avenue, Suite 200 ● Rochester, NY 14607 ● (585) 514-3984
Syracuse Office: TBD

Equal Opportunity Employer

Position: Digital Learning Specialist

Type: Hourly / Non-Exempt

Salary/ Range: from \$18.00 / hour

Office: Erie County (Buffalo)

Summary :

The Digital Learning Specialist will manage the development and implementation of technology to promote the Haudenosaunee Language Project. Incumbent will perform as the lead staff person in documenting all aspects of the language project. All efforts will be performed with understanding of and in accordance with Good Mind principles, while also adhering to the principles of Trauma Informed Care (TIC). to the principles of Trauma Informed Care (TIC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Commit to the development of a learning landscape video game as a tool for language learning
- Develop and introduce other technology applications to the Language Coaches that encourage and support language learning lesson plans
- Research and implement electronic language subject presentations that are suitable for both the student body as well as other community members
- Organize the structure and documentation for the storage of both electronic as well as hard copy materials
- Work collaboratively with the language project staff to expand language instruction beyond the classroom environment
- Assist the Language Coaches in collecting and maintaining data related to student contact hours and language fluency proficiency
- Provide out of class electronic language opportunities for students desiring anytime/anywhere language learning opportunities
- Helps maintain a safe and healthy environment during program activities
- Provide technological information to the director for the completion of reporting requirements
- Other duties as assigned

EDUCATION, QUALIFICATIONS, SKILLS

- Bachelor's Degree in a business or computer field
- Three years experience working with youth, especially at-risk youth, preferred
- Strong knowledge of digital marketing and computer technology trends with organizational and problem-solving skills
- Knowledge of the local Native American communities
- Effective oral, written, and social media communication skills
- Must have clean and valid NYS driver's license and carry minimum auto liability coverage of \$100k/\$300K
- Intermediate computer skills and understanding of office applications including MS Office Suite
- Interpersonal skills to work cooperatively and effectively with individuals, groups, and diverse populations

For consideration send resume to: humanresources@nacswny.org