**Computer Training, Virtual Programs Coordinator**

RSS, a nonprofit agency that serves older adults and their families in the Northwest Bronx and beyond, seeks a Virtual Programs Coordinator to help train and support older adults in the use of technology. The work also includes helping to run our extensive virtual program offering which reaches people across the country.

**Qualifications**

* Knowledge of a variety of computer equipment (computers, smartphones, and tablets) - PC and Apple
* Some experience with training people to use technology preferred. Excellent customer service and computer skills.
* Strong organizational skills a must. Tech-savvy - familiarity with Excel/Google Sheets, Zoom, Word
* Interest or experience in promotion and communications
* Bilingual Spanish/English a plus
* Experience working with older adults is a plus
* Ability to thrive in a fast-paced, complex environment

**Position Details**

* Train older adults in the usage of technology (computers, smartphones, and tablets). This includes group training, one-to-one training and support during the classes. Support may be in person, online or over the phone.
* Create training materials as warranted.
* Help to facilitate online/hybrid meetings
* Help to coordinate the administrative aspects of virtual/hybrid programs including participant registration, event listings, reminders and zoom meeting coordination
* Work with the rest of the marketing team to develop and implement campaigns/materials to promote the program/s. Create and promote events using RSS website database. Update website calendar weekly

Part Time: 21 hours a week, flexible schedule.  
Salary: $25 an hour

Send resume, and cover letter, to Margie Schustack, Director of Communications and Programming at [info@rssny.org](mailto:info@rssny.org)

[Learn more about RSS by going to rssny.org](rssny.org)