



Information Technology Coordinator, AmeriCorps VISTA San Juan, Puerto Rico Office

Who We Are

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through advocacy, capacity building, grantmaking, programs and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment. Values that drive our work include equality, fairness, diversity and empathy. Hispanic Federation is headquartered in New York and has offices in DC, FL, CT, NC, and in 2018 opened in Puerto Rico.

Who We Seek

The Hispanic Federation seeks a Technology Coordinator through the AmeriCorps VISTA program. This position will support the creation of systems and processes to manage Hispanic Federation's new mobile training lab. The Technology Coordinator will be responsible for designing and implementing the rules for the lab's use and will coordinate with staff and coaches its deployment to communities in need. The Coordinator will create a strong framework and establish how the Federation in Puerto Rico will use the lab moving forward.

Additional Job Responsibilities:

- Design, draft and finalize the processes and protocols for technology lab use, create standards that are actionable and provide a framework to both coaches and participants in trainings.
- Manage the schedule of events for the lab, coordinating with coaches and staff to ensure the lab is present as needed.
- Ensure the safety of the equipment within the lab, inventor equipment often and track its use throughout trainings and coaching sessions.
- Serve as the first line of defense when equipment requires attention, troubleshoot issues as they arrive.
- Execute site visits ahead of trainings to ensure there is an appropriate location for the technology lab to park and host the events.
- Oversee all training logistics such as scheduling and bringing the lab to sites as needed.
- Support the Federation in administrative responsibilities as assigned.

Skills and Qualifications:

- Bachelor's degree or a combination of credits towards attaining a bachelor's degree and work experience

- Familiarity with technology, specifically for technology used in trainings and classroom environments.
- Strong written and verbal communication skills
- Skills in the preparation of reports and dashboards
- General knowledge of Microsoft Office (Excel, Word, and PowerPoint) skills
- Well-organized and detail-oriented
- Professional and welcoming demeanor both in person and by email or phone
- Ability to maintain high degree of discretion and confidentiality.
- Strong commitment to Hispanic Federation's mission and core values
- Sensitivity to the communities and audiences that HF addresses through its grants and programs
- A valid drivers license and comfort driving large vehicles is required.
- Ability to walk, stand, and sit for long periods of time and be able to lift up to 50lbs is required.
- Bilingual in Spanish and English (written and spoken) required.

Benefits:

In partnership with the Corporation for National and Community Service (CNCS), AmeriCorps VISTAs placed with the HF Puerto Rico Office are given an allowance of \$15,001.50 for one year of service; will include a choice of healthcare allowance (\$8,550) or a health plan; and receive a choice of a year-end education award (\$6,345) or cash stipend (\$1,803).

Qualifying AmeriCorps VISTAs also receive the possibility of a relocation allowance, settling-in allowance (up to \$750), and childcare support

To Apply:

To apply, please visit the AmeriCorps program page [available here](#), and follow the instructions provided.

This is a full-time position based in our San Juan, Puerto Rico office as part of CNCS's AmeriCorps VISTA program. To learn more about the AmeriCorps Program, please visit <https://americorps.gov/serve/finder/american-corps-vista>. The position will report to the Operations Manager. Must be available to interview in San Juan, PR. No Phone calls; only selected candidates will be contacted for interviews.

Para solicitar, visite la página web del Programa AmeriCorps VISTA, [disponible aquí](#), y siga las instrucciones detalladas.

Esta posición es a tiempo completo, estará localizada en San Juan, Puerto Rico y es parte del programa de CNCS y AmeriCorps VISTA. Para aprender más sobre AmeriCorps, visite: <https://americorps.gov/serve/finder/american-corps-vista>. La posición será supervisada por la Gerente de Operaciones. Las entrevistas se realizarán en San Juan, Puerto Rico. Al momento no se reciben llamadas telefónicas sobre esta posición y solo las personas cualificadas serán contactadas para entrevistas.