



## JOB ANNOUNCEMENT

### TEEN TECH CENTER MANAGER

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

**SUMMARY:** Reporting to the Education and Career Development Director, the Teen Tech Center Manager oversees Bresee's Best Buy Teen Tech Center, a place where teens can develop critical skills through hands-on activities and explore their interests through project-based learning. Teen Tech Centers (TTCs) work to bridge the digital divide by giving young people access to technology education and mentor guidance while building the confidence they will need to be successful in school and in their future careers.

#### **ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:**

##### *Program Design & Implementation*

- Supervise and ensure TTC is available and operational for high school students after school for drop-in participation at a minimum of 20 hour per week, per Best Buy expectations
- Generate student engagement during TTC drop-in hours by exposing youth to the equipment, technology, and programs in the TTC to encourage project-based learning
- Develop and facilitate the implementation of project-based S.T.E.A.M. workshops in the Teen Tech Center on a quarterly basis.
- Collaborate with the Workforce Development Manager to support relationships and programming with National Partners, as needed.
- Provide leadership, vision, oversight and accountability for program participants
- Foster a safe and inclusive space, embracing and uplifting the diversity which exists among students in our community
- Promote a culture of discovery, trial and error, and learning by design
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Teen Tech Center skills and experience.
- Document and evaluate program impact on youth participants through surveys and program assessment.

##### *Other Duties*

- Responsible for technology maintenance and software updates, maintaining accurate inventory, space preparation, and daily organizing and cleaning of TTC space
- Participate in relevant training, community outreach, networking, and partnership building outside of programming time
- Support in maintaining accurate records of the Bresee client database and providing documentation and/or preparing program reports as required
- Participate in team, organizational, occasional board and other collaborative partner/community meetings as requested

- Collaborate with other Clubhouse and TTC sites through meetings, calls, and conferences as required by The Clubhouse Network and Best Buy, some of which may require travel
- Build relationships with local high school staff and identify champions to support recruitment efforts for the Teen Tech Center.

#### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Hold a minimum of a Bachelor's degree from an accredited college or university.
- Have excellent English communication skills, including reading, writing, and speaking.
- Bilingual fluency in Spanish is strongly preferred, including proficiency in reading, writing, and speaking. Fluency in Tagalog and/or Korean a plus.
- Relevant experience and/or educational background in S.T.E.A.M. that may include but is not limited to film, photography, math, science, and/or technology
- Be willing and able to submit to a personal DMV record check and random DOT drug/alcohol testing on an ongoing basis
- Demonstrate competency with Apple and Microsoft operating systems; Microsoft Office applications including Word, Excel, PowerPoint; Google applications, and database systems.
- At least two years of experience working directly with disadvantaged youth and families a plus
- Able to apply a trauma-informed attitude when working with youth, and be comfortable working in an urban environment.
- Able to set priorities and organize daily workload to meet deadlines, attain desired program outcomes, and comply with reporting requirements.
- Have excellent time management and personal organization skills.
- Be a team player, and be willing to support team members' work as well as Bresee's organization-wide work.
- Be self-starting and able to complete tasks without direct supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients and when managing sensitive information.
- Able to clearly articulate program-specific information as well as general information on Bresee's mission and services.
- Support Bresee's procedures and policies, as well as program-specific expectations.
- Submit to and successfully pass a criminal history background check.
- Understand and support Bresee's mission, vision, and values.

**FLSA STATUS:** Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary.

**COMPENSATION:** \$55,000-\$60,000/yearly.

**WORKING LOCATION:** Hybrid.

**BENEFITS:** Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also offer generous PTO days that include paid holidays, vacation, sick pay, paid birthday, and much more.

**TO APPLY:** Submit a cover letter, resume, and writing sample (not to exceed 1 page) to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Teen Tech Center Coordinator

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*