



LA's BEST Afterschool Enrichment Program
Job Title: Director of Digital Learning
Reports to: Director of Program Development

Position Summary

The Director of Digital Learning is responsible for the oversight and management of digital learning programs at LA's BEST in addition to managing key relationships and representing LA's BEST in organizational partnerships.

Responsibilities

Responsibilities include, but are not limited to:

- Coordinate and manage the Digital Learning Department goals, objectives, programs and initiatives.
- Ensure quality control for all digital learning.
- Meet with organizations interested in providing new digital learning programs to LA's BEST and assess the potential for partnership.
- Lead the Technology Programs Committee in the Operations Office to address overall strategy, review and approve new programs.
- Lead the process to assess organizational capacity, staff roles and ensure that new programs are properly implemented and monitored.
- Develop training materials for and facilitate existing and new digital learning programs.
- Develop and maintain relationships with key stakeholders, and partners and/or individuals specifically invested in digital learning.
- Assist with fundraising and grant writing for digital learning.
- Develop strategies and collateral materials to gain access to computer labs at new and existing sites.
- Oversee volunteers assisting with digital learning programs including holding orientations and trainings, assigning duties, creating site visit schedules and checklists.
- Analyze program data including surveys, frequency and staffing in order to develop strategies for program improvement and greater site participation.
- Coordinate the workload and responsibilities of traveling support staff.
- Conduct on-going research on digital learning trends, best practices and related community programs.
- Other duties as assigned.

Minimum Requirements

The ideal candidate is passionate about the power of digital learning as a vehicle for positive youth development, is energetic and innovative, and understands the role afterschool programs can play in creating more equitable access to the skills and resources children need to thrive in today's world.

- Bachelor's degree in education, computer science, or related field is desirable.
- Familiar with learning management systems and online conferencing software.
- Familiarity with key digital learning strategies including but not limited to coding, robotics and digital media production.
- Comfortable troubleshooting common computer issues.
- Ability to work cooperatively and collaboratively with school administrators, LA's BEST leadership, traveling and site staff.
- Ability to communicate effectively and work well with individuals of different ages, backgrounds, and education levels.
- Strong organizational skills, time management, and strong verbal and written communication skills.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Ability to handle confidential information with discretion.
- Ability to work in a fast paced environment while maintaining accuracy and efficiency.
- Reliable, professional attitude, and ability to work independently without supervision.
- Able to work with a variety of individuals in a diverse, team-oriented environment.
- Computer Skills: Proficient in Word, Excel, PowerPoint, Google Apps and Internet resourcefulness.
- The ideal candidate will embrace the LA's BEST mission and values and have a positive attitude.

Other Requirements

- Valid California driver's license and use of vehicle with proof of insurance.
- Reliable transportation and ability to travel to LA's BEST sites and off-site meetings as needed (on average, at least once per week).
- Eligible to accept LA's BEST/LAUSD assignment.
- Willingness to work evenings and weekends.