



PROGRAM DIRECTOR POSITION DESCRIPTION

SAN FRANCISCO TECH COUNCIL BACKGROUND

The San Francisco Tech Council (the Tech Council) is a multi-sector initiative that advances digital inclusion for older adults and adults with disabilities so all can participate in the City's connected community. Its 21-member organizations represent consumers, city agencies, nonprofits, businesses, technology companies, academia, health care systems and funders. The Tech Council was born out of the San Francisco Department of Aging and Adult Services' [SF Connected](#) Program, which brings free computer and internet access, tutoring and training to seniors and adults with disabilities in more than 50 sites. The Community Living Campaign is the fiscal and organizational host for this effort.

The SF Tech Council launched on February 3, 2015 and was established to improve the lives of those who are being left behind as the digital revolution advances and evolves. Those the Tech Council benefits include older adults, adults with disabilities and people in low-income households. Public-private partnerships, mutually beneficial opportunities and return on investment are at the heart of the Tech Council's work.

JOB OVERVIEW

The SF Tech Council is seeking a strong Program Director to facilitate and grow Tech Council projects and initiatives and to implement the ***Employment & Technology Initiative*** adopted in January 2019. Focusing on both challenges and opportunities, this new initiative addresses the intersection of employment and technology for older adults and adults with disabilities. Its goal is to connect older adults and adults with disabilities with employment by 1) increasing employment opportunities for those actively seeking work; 2) increasing technology skills and job pathways; 3) bringing more older adults and adults with disabilities into a variety of workplaces; and 4) raising public awareness of these important issues.

The Program Director will support the planning and functioning of the Tech Council, lead implementation of the Employment & Technology Initiative, and advance the participation of a cross-section of stakeholders representing San Francisco's community organizations, government agencies and businesses.

We are seeking a candidate with a passion for member and community engagement, a team-oriented philosophy, project management skills and an ability to work well with a broad range of constituencies.

RESPONSIBILITIES

The Tech Council is seeking a visionary leader knowledgeable about developing and managing a multi-stakeholder organization, familiar with work force issues faced by older adults and adults with disabilities, and skilled in policy development and consensus-building in San Francisco.

The Program Director will provide leadership and support in the following areas:

- Initiate and set goals for all SF Tech Council programs and activities according to the strategic objectives of the organization.
- Plan and implement regular program activities involving Council members and supporters, with attention to deadlines, milestones and measurable outcomes.
- Help develop budgets and assist with fund development activities for the Council.
- Coordinate and support important Tech Council policy development, including the drafting and co-authorship of critical documents and key concepts.
- Organize Tech Council membership and supporter outreach and development.
- Develop partnership strategies that support advocacy, alliances, coalitions and collective action.
- Oversee meeting preparation and facilitation, including monthly meetings of the Tech Council, its Steering Committee and focused workgroups.
- Initiate and set goals for implementation of the ***Employment & Technology Initiative*** in collaboration with other key stakeholders, i.e., the SF Connected Program, Work Matters Collaborative, the SF Committee on Information Technology and its Office of Digital Equity.
- Referencing the tasks as described above, provide regular monthly activity reports to further enhance accountability to the SF Tech Council and its funders.

REQUIREMENTS

- Proven experience in a program director or other managerial position
- Knowledge of performance evaluation techniques and key metrics applicable to collaborative work
- Excellent skills in writing as well as synthesizing and organizing information
- Knowledge of digital technology and the tech sector
- Ability to engage, support and further develop leaders for the SF Tech Council
- Ensure that activity is maintained between the Tech Council, Steering Committee and Access & Learning Workgroup meetings
- Ability to create a workflow in which scheduled meetings, contact, activities and follow-up help build momentum
- A Bachelor or Masters degree in a relevant field and a demonstrated interest in lifelong learning.
- Demonstrated familiarity with marketing, social media and project management software.

APPLICATION PROCESS

Interested persons should send a resume and cover letter to the Community Living Campaign highlighting their qualifications for this position. Older adults and adults with disabilities are encouraged to apply. CLC is also open to two talented individuals applying in a job-sharing arrangement.

This position is a full-time employee position that includes health and dental benefits, accrued vacation and sick leave and a 3% annual contribution toward retirement. However, we would consider individuals interested in a contract vs staff position.

For further information, please contact: Marie Jobling 415-821-1003 ex. 101 or e-mail jobs@sfcommunityliving.org.