



JOB DESCRIPTION

Job Title: **MULTI-MEDIA TECHNOLOGY COORDINATOR**
 Job Description: Full-time, exempt position
 Reports to: Director of Multimedia Technology – Steve Lu

Primary Responsibilities:

- Serve as the Coordinator for the Multimedia Technology Divisions 95%
- Other Program Support 5%

The duties of the **Multimedia Technology Coordinator** are varied, challenging, and integral to all elements of the Asian Media Access works. The Coordinator will focus on using the best practices and technology within a community based employment setting to recruit, supervise/train, and place Trainees who may be in “Hard-to-Employ” groups and require enhanced assistance to prepare for, find, and keep jobs. Cultural/Language barriers, health issues and disability, runaways, substance abuse, criminal records, domestic violence, limited education, and responsibilities for disabled children or parents may all stand in the way to employment.

Specific Tasks (for each activity area, estimate % of time spent, but not limited to):

I. Program Management – Multimedia Technology 95%

Support the "Let's Get IT" Initiative

A. On-going Multimedia Employment Training 50%

- Recruiting, interviewing, screening with assessment tools, orientation, supervising/training, and matching Trainees to multimedia industries
- Teaching edX front-end web development course and supporting other multimedia technology instructors and supporting the training, in areas like: Audio/Radio, Coding, Graphic Design, Photography, and Video Production
- Supporting the Digital Lab Time for Trainees
- Supporting Job-Readiness Training, such as: resume writing, business etiquettes, etc.
- Conducting exit interviews and follow-up with Trainees at 3- and 6-months afterwards
- Hosting job fairs, and other outreach activities to recruit participants and support "Let's Get IT" Initiative

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- Developing leads with area multimedia business for potential partnership
- Maintaining Trainees' records, case notes, exit files, and follow-up activities
- Preparing reports for the funders
- Following affirmative actions guidelines and laws

B. Developing AMA's Youth Production Team 35%

- Develop multimedia production and products with young people

C. Supporting Annual Youth Media Camp (October) & Summer Youth Media Force (mid June – mid August) 10%

- Providing support services for the Camp and Summer Employments
- Following up with evaluations, reports

II. Other Programming Support 5%

A. Additional Program Support 5%

- Other AMA Programming support, upon request

Requirements:

- Bachelor degree in related field, or equivalent 3-5 years of experience
- 2+ years experience at edX curriculum, or other multimedia education and production experience
- Ability to work independently in planning, coordinating of educational, social, cultural and recreational programs for people of color
- Ability to communicate effectively orally and in writing.
- Complete medical, criminal, sexual and child abuse and neglect clearances.
- Fluency in English and one other Asian language is a plus; and Computer proficiency and valid driver's license
- Preference given to individuals who have involved with AMA previously, and succeeded in overcoming the disadvantages of circumstances like those of the population of the target area.

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Sharing Voices • Connecting Dreams

What We Offer:

- Paid training: CPR, First Aid, OSHA, within the first 90 days of employment
- Generous Vacation Package
- Tremendous opportunity for advancement
- Training on the needs of individuals with developmental disabilities
- Preventive training of Abuse and Neglect for vulnerable adults

Asian Media Access, Inc. is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief.



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