



New York State Community Action Association

The New York State Community Action Association (NYSCAA) is the membership association for the forty-seven Community Action Agencies (CAA) in the state and provides information, professional development, and technical assistance to enhance the capacity of the CAAs to serve as effective, responsive community resources. Learn more at www.nyscommunityaction.org.

Position Overview:

The New York State Community Action Association (NYSCAA) is seeking a dynamic and tech-savvy Program and Technology Director to join our team.

In this senior role, you will be responsible for overseeing the association's technology strategy, operations, and budget. You will research and implement software applications, learning management systems, and technology solutions to drive productivity, collaboration, and data-driven decision-making.

Key Responsibilities:

- Develop and implement the organization's overall technology roadmap and strategy
- Oversee all technology operations, including software, hardware, and infrastructure
- Manage the technology budget and make strategic technology investment decisions
- Develop customized learning curricula and assessments
- Create and design engaging eLearning content.
- Administer the LMS, including user accounts, permissions, reporting, and analysis
- Collect and display data to meet grant deliverables and measure effectiveness
- Oversee the annual Poverty Report and Community Action Resources Guide publications, including researching key data points to include
- Supervise and maintain the association's website and five organization member websites using WordPress
- Ensure website accessibility, security, performance, and implementation of enhancements
- Stay up-to-date on emerging technologies and lead the AI Affinity group to share knowledge and foster innovation within the network.

- Act as the liaison with NYSCAA's Managed Service Provider

Qualifications.

- Master's degree in human services, information technology, or business administration (or Bachelor's with relevant nonprofit experience)
- Minimum 2 years of management experience with supervisory responsibilities
- Curriculum development and e-learning authoring tool experience (e.g., Articulate, Captivate)
- Proficiency with Learning Management Systems (LMS) like Canvas, Blackboard, Moodle
- Project management skills
- Knowledge of website content management systems (WordPress)
- Expertise with HTML, CSS, Microsoft Office Suite, SharePoint
- Data visualization tool experience (Tableau, Power BI)
- Adobe Creative Cloud skills (Photoshop, Illustrator, InDesign)
- Video editing and production software knowledge
- Excellent communication, attention to detail, and analytical skills

Anticipated start date: We anticipate the position starting in early to mid-June.

NYSCAA offers a competitive salary and benefits package.

Note: Those candidates selected for second-round interviews will be asked to provide examples of websites and e-learning courses they have developed.

To apply: please apply on [Indeed.com](https://www.indeed.com) – or send a cover letter and resume to jobs@nyscommunityaction.org before April 22, 2024.