



Area Agency on Aging
of Broward County

INTERGENERATIONAL & TECHNOLOGY PROGRAM COORDINATOR

Intergenerational & Technology Program Coordinator *Empower communities, connect generations, and bridge the digital divide!*

Are you passionate about **intergenerational engagement** and **technology empowerment**? Do you thrive in a dynamic role that blends **program coordination, volunteer management, and community outreach**? If so, we want YOU to join our team as an **Intergenerational & Technology Program Coordinator**!

About the Role

The **Intergenerational & Technology Program Coordinator** manages the **Intergenerational Program** and oversees **senior-focused technology initiatives** while ensuring **compliance with grant stipulations**. This role facilitates meaningful **connections between students and older adults**, supports **seniors in navigating technology**, and serves as a key **liaison to partner agencies**.

Key Responsibilities

✓ Program Coordination

- Ensure **grant and contract deliverables** are met.
- Oversee **student volunteers**, managing **screening, orientation, and training**.
- Match students with older adults based on **skills, interests, and location**.
- Maintain **confidentiality** and ensure ethical program administration.

✓ Technology Support

- Distribute technology devices and provide **hands-on tutorials**.
- Track **participant engagement**, collect feedback, and share success stories.
- Maintain accurate records using **Google Sheets** and **eCIRTS**.
- Work closely with **finance** to ensure proper billing and tracking of resources.

✓ **Community Engagement & Reporting**

- Recruit **student volunteers**.
- Oversee **special projects**
- Provide **quarterly reports** to stakeholders, ensuring program compliance.
- Participate in **community outreach initiatives** and organizational events.

Qualifications

Education:

- Bachelor's degree required. **Social Work, Human Services** or related field of study preferred.

Skills & Experience:

- Strong **communication, interpersonal, and customer service** skills.
- **Experience** working **with older adults** and **program coordination** experience preferred.
- Ability to **work independently and collaboratively**.
- Exceptional **organizational skills** and **attention to detail**.
- Proficiency in **Google Sheets & Microsoft Excel**.

Why Join Us?

Make an impact by fostering intergenerational relationships. **Empower seniors** through technology access and education. **Engage with diverse communities** in a meaningful way. **Grow professionally** in an innovative and supportive environment.

Interested applicants should apply on [ZipRecruiter.com](https://www.ziprecruiter.com) to complete screening questions.