



Area Agency on Aging
of Broward County

TECHNOLOGY COORDINATOR (30 hpw)

Join Our Team at the Area Agency on Aging of Broward County (AAABC)

The Area Agency on Aging of Broward County (AAABC) is a nonprofit organization dedicated to serving adult residents, age 60 or older throughout Broward County. As the leading advocate for older adults in our community, AAABC plans, develops, coordinates, and evaluates programs; funds essential services, and provides a central source of information for older adults, their families, and caregivers.

We are seeking a compassionate and tech-savvy Technology Coordinator to work 30 hours per week to support our older adult community by managing and delivering technology-based services. In this role, you'll assist eligible adults age 60+ with onboarding and training in the use of designated technologies, ensuring all relevant data is accurately entered into AAABC's database. You will conduct quarterly satisfaction surveys to assess client experience and technology effectiveness.

Qualifications:

- Bachelor's or associate's degree preferred (human services or related field); high school diploma or equivalent required
- Experience working with older adults (60+) strongly preferred
- Excellent verbal and written communication skills
- Strong interpersonal and customer service abilities
- Ability to work independently and collaboratively
- Reliable transportation for home visits
- Exceptional organizational skills
- Proficiency in Google Sheets and Microsoft Office, especially Excel
- Must pass a Level II background screening

If you're passionate about empowering older adults through technology and meet the qualifications above we would love to hear from you. Please send your resume to ZiferN@ADRCBroward.org.