

# MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

## **Company Overview**

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

## **Job Summary:**

The IT Learning Specialist at Orange County Head Start (OCHS) empowers our diverse staff to effectively utilize technology, directly impacting the quality of early childhood education and family services. This role leads the design and delivery of comprehensive technical training programs, fostering a culture of continuous learning. Collaborating closely with IT, HR, and program teams, the Specialist identifies training needs and creates engaging, accessible learning experiences for essential software/hardware tools used at OCHS and custom OCHS workflows, ensuring ongoing staff proficiency and program excellence.

## **Minimum Qualifications:**

**Education:** Bachelor's degree in Education, Training, Information Technology, or related field preferred or equivalent experience as determined by the Director of IT and Innovation and/or the Executive Director.

**Experience:** Proven experience in creating and delivering engaging learning programs in a corporate or agency setting. **Technical Skills:** Proficient with hardware and an array of software such as, but not limited to, Learning Management Systems (LMS), Microsoft Office Suite, Google, and eLearning design tools. Excellent knowledge of modern training techniques and tools in a variety of technical subjects. Adept with a variety of multimedia training platforms and methods. Proficiency in using technology for training and development.

**Language Skills:** Excellent oral and written communication skills. Must be able to communicate effectively with all levels of the organization. Bilingual English/Spanish preferred.

We offer an hourly pay of **\$30.66** per hour with excellent benefits and the opportunity to serve your children and their families in Orange County.

**Final filing date: Until filled**

**Apply now to join our team!**

**Submit an application, and resume to:**

Orange County Head Start, Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

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