

# FREE GEEK



## Free Geek is hiring a Macintosh Build/Pre-Build Coordinator!

The MacBuild and Pre-Build Program Coordinator is a fast paced and multidisciplinary position here at Free Geek. It combines the skills of volunteer management and program coordination with hands on refurbishment of used technology for the purpose of reuse. Fluency in English and Spanish is a requirement of this position.

As a Collective staff member, the Reuse Program Coordinator is responsible for integrating the MacBuild and Pre-Build Programs into both the incoming and outgoing flow of hardware, as well as the entire organization. This person will train volunteers and coordinate volunteer instructors in both areas. This position works closely with the Production Committee to ensure other Reuse programs are operating smoothly.

This is a job in a worker collective. The first six months will be as a provisional member of the collective. At the end of that time Free Geek will decide whether or not to bring the probationary staff member on as a permanent collective member. This decision is made through a peer review process.

Note: You may be a great candidate and not know it. It's more important for us to find someone who has a strong hands-on volunteer management background and an aptitude to learn nerdy stuff than for us to find a someone that speaks binary. Free Geek is an organization that teaches everyone who wants to learn about computers more than they ever wanted to know. We can teach you too.

### **Macintosh Build Responsibilities:**

- o Maintain the volunteer schedule as well as work floor shifts coordinating

#### **Salary/Benefits**

- o Salary is \$30,000 per year.
- o Generous benefits including health care, dental, vision plan and paid time off.
- o Employer-matching retirement plan

#### **Work Hours**

- o Four and a half to five days per week, Tuesday through Saturday, 9:30am to 6:30pm, some evening or morning meetings, with some flexibility.

#### **To Apply**

- o **To apply, e-mail your cover letter and resume to [jobs@freegeek.org](mailto:jobs@freegeek.org), detailing your relevant experience and any other pertinent information.**
- o We will be contacting a small group of candidates via e-mail to take a tour of Free Geek prior to being interviewed.
- o *Deadline to apply: Open until filled.*

volunteers in MacBuild

- o Accomplish MacBuild program development including process refinement and documentation
- o Organize the MacBuild area to maintain and efficiently use workspace
- o Keep the MacBuild area orderly and stocked with needed components and tools
- o Ensure a supply of completed Macintosh Computers for Thrift Store and Hardware Grants Program
- o Communicate and coordinate with all other programs and areas of Free Geek in re: to MacBuild
- o Maintain ongoing communications with Tech Support and Thrift Store regarding common Macintosh issues
- o Coordinate with other members of the Reuse team
- o Supervise other staff working in MacBuild
- o Be an active member of the Production Committee and Reuse Department
- o Participate in collective management structure
- o Attend Staff meetings, and other meetings as necessary

#### **Pre-Build Responsibilities:**

- o Develop and maintain processes and documentation for Hardware Identification, and System Evaluation
- o Coordinate Pre-build needs with Build, Advanced Testing, Receiving, Front Desk, and Recycling
- o Supervise other staff working in Pre-Build
- o Facilitate communication between all Pre-Build staff, keeping all relevant parties abreast of decisions and changes to procedure
- o Orient, train, schedule and retain volunteer interns in that area
- o Fill in and teach volunteers when volunteer interns are not available

#### **Required Knowledge, Skills and Abilities:**

- o Experience managing volunteers
- o Fluent in English and Spanish
- o Excellent written and verbal communication skills
- o Friendly, outgoing personality
- o Enjoys working with people
- o Enjoys the learning process
- o Aptitude for learning technical skills
- o Well versed in troubleshooting techniques
- o Self-motivated
- o Patient and courteous with the public
- o Detail-oriented, but able to see (and understand) the big picture
- o Good organizational skills
- o Ability to remain professional and positive under stress in an informal, friendly environment with a diverse staff
- o Ability to work and communicate well in a collectively-run organization
- o Ability to work with a consensus-decision making process related to staff and policy issues
- o Not afraid to ask questions, but able to work on projects entirely without supervision
- o Ability to remain flexible as Free Geek grows and changes
- o Must be available all day Saturdays

#### **Preferred Knowledge, Skills and Abilities:**

- o Previous experience in a collectively-run organization, and with consensus
- o Experience working with Mac hardware and software
- o Experience with generating instructional and/or educational documentation

- Experience translating documentation from English to Spanish  
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