Dual Language Education of New Mexico

Position: Part-Time Information Technology Assistant
Start Date: April 1, 2025, or earlier

Dual Language Education of New Mexico (DLeNM), an educational non-profit organization, seeks candidates who identify with and can commit to the organization's mission of serving the educational needs of culturally and linguistically diverse and historically underserved communities across New Mexico and the United States.

The Assistant to the Conference and IT Manager will provide critical support in the management of the organization's annual conference, institutes, and day-to-day operations, including logistical and technological aspects. This role will help with organizing resources, maintaining systems, and assisting in forecasting technology and budgetary needs. The Assistant will also support the technology integration, vendor coordination, and team management efforts while contributing to the overall success of the events and the organization's technological infrastructure.

REQUIREMENTS

I. APPLICATION
The signed and completed application must be received **on or before Friday, March 21, 2025, at 5 pm MST**:
1. Application for Employment Form can be found at http://bit.ly/work4dlenm
2. Resumé

Please send the above documents and any questions to:

Melanie Gatewood, Director of Operations for Dual Language Education of New Mexico

Email: melanie@dlenm.org

Phone: 505-934-4272

II. INTERVIEW:
Selected candidates will be contacted to schedule an interview **the week of March 24, 2025**.

III. QUALIFICATIONS
Required Qualifications:
- Basic Technical Knowledge – Familiarity with audiovisual equipment, virtual event platforms, and common office software (e.g., Microsoft Office Suite, Google Workspace).
- Time Management – Ability to work efficiently and meet deadlines in a fast-paced environment.
- Communication Skills – Excellent verbal and written communication skills for team coordination and vendor communication.
- Problem-Solving Abilities – Ability to troubleshoot and resolve technical issues quickly and effectively during events or training sessions.

Preferred Qualifications:
- Basic Understanding of IT Infrastructure – Knowledge of computer systems, network setups, and security protocols.
- Bilingual or Multilingual – Proficiency in additional languages, especially Spanish, is a plus for communication with diverse teams and attendees.
- Understanding of Cloud-Based Systems – Experience with cloud-based event platforms, data storage, and collaboration tools.

IV. RESPONSIBILITIES
Primary Conference-Related Responsibilities:
- Provide hands-on assistance in setting up technology elements, including audiovisual equipment, networking systems, and virtual participation platforms.
- Help troubleshoot any technology-related issues that arise during events to ensure smooth operations.
- Support the team by managing technology-related logistics and assisting with event app integration.

Primary Information Technology Responsibilities:
- Team Coordination: Lead a team of interns and/or IT professionals who work on technology systems, ensuring they are properly trained and prepared to handle specific event-related tasks.
- Troubleshooting: Quickly resolve any technical issues that arise to minimize disruptions and maintain the schedule and quality of service.
- Advising on and implementing decisions related to the IT infrastructure necessary for the organization. This includes choosing the right software and hardware to facilitate smooth operations, ensuring robust cybersecurity measures to protect sensitive information, and providing reliable connectivity solutions.
- Innovation and Improvement: Continuously seek out and evaluate new technologies that can improve the efficiency and appeal of events, maintaining the organization's competitive edge.

V. Pay & Schedule
- Time Requirement: 10-20 hours/week. Longer hours of work may be expected during certain times of the year for conferences or institutes that may require travel.
- Availability: DLeNM will work around class schedules but the candidate needs to be able to work hours between 8:00 am-5:00 pm Monday-Friday.
- Pay Rate: $15.00/hour.