



EARLY LEARNING COALITION
OF POLK COUNTY
Heart of Education

IT Coordinator

The Coalition is seeking an IT Coordinator to provide support for Coalition staff.

This professional, under the direction of the VP of Operations, will ensure all IT services of the Coalition are secure and appropriately functioning and will provide technical support for all functions related to IT. Requests for IT support are submitted through Help Desk ticketing software for reporting to Coalition management and Florida's Division of Early Learning (DEL). Facility-related responsibilities, such as inventory, equipment and telephones are under the direction of this position. The position ensures appropriate technology tools (such as cellular phones, wireless network access, and computer technology) are available to Coalition staff. The position requires excellent organizational skills, advanced computer literacy in a Windows environment and must be able to function as a team member while working on multiple projects at the same time. This position will also cross train and work closely with the Database Administrator.

This professional must be able to work flexible schedules, including occasional weekend/evening as required. A valid Florida driver's license, availability of an automobile during work hours, and the ability to travel locally, regionally, or statewide for site visits, training and other job-related activities and functions are required.

BA/BS degree or AA/Technical School in IT related field, or equivalent experience in management of technology based systems, or a combination of education and experience. Minimum of 5 years direct experience in IT functions. Advanced computer skills required.

Physical Requirements: Possess the ability to bend, stoop, and lift at least 30 lbs., and be able to sit for extended periods of time.

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

An application is available on the website. Send resume and signed application to:

Early Learning Coalition of Polk County
Attention: Human Resource Manager
115 S. Missouri Ave., Suite 501
Lakeland, FL 33815
Fax # (863) 733-9078
hr@elcpolk.org