

→ **Position Title:** Program Manager

→ **Location:** New York City

→ **Position Status:** Full-Time

### About Code Nation

Code Nation ([codenation.org](http://codenation.org)) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness.

Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches approximately 1,500 students per year in 46 high schools in New York City and the San Francisco Bay Area.

### Who We Want

We are looking for passionate, creative leaders who are inspired by our mission and ready to work exceptionally hard to support young people. The ideal candidate is self-motivated, resourceful, and works effectively in a team-oriented environment.

### Responsibilities

- Manage and ensure success of the program at 6 high school sites. Coordinate and support teams of volunteers as they teach the Code Nation curriculum. Provide instructional coaching and support with the implementation of effective teaching strategies. Ensure volunteer satisfaction and retention.
- Act as a liaison between Code Nation and partner schools. Keep abreast of school schedules and keep volunteer teams informed of changes. Communicate with school partners about the success of the program and any concerns. Coordinate logistics for Code Nation classes, field trips, and special events.
- Collect and manage student and program data. Manage student attendance, participation and mastery data. Track and analyze all data using Salesforce. Prepare reports and keep all stakeholders informed on progress.
- Recruit, train, and on-board new volunteer teachers. Attend Meetups and city-wide events to represent Code Nation and recruit new volunteers. Conduct volunteer trainings and support volunteers through the onboarding process.
- Support Code Nation's summer opportunities. Support planning, coordinate logistics, and manage student experience during Code Nation's summer programming.
- Provide additional project support, as needed.

### Who You Are

- Two+ years of classroom teaching experience in under-resourced schools
- Experience working with diverse groups
- Commitment to educational and tech equity
- Excellent oral, written, and presentation skills
- Strong organizational skills with demonstrated success managing many projects at once
- Exceptional attention to detail
- Self-motivated, flexible, and entrepreneurial
- Thrives in fast-paced, collaborative working environment
- Proficiency with Google Suite
- Background in HTML, CSS, & JavaScript
- (or passion for learning!)
- Ability to work extended hours, including weekends

### What You Can Expect

Code Nation has a high-performing culture characterized by our desire to provide our staff members with the support, resources, and information they need to be successful in our organization and in the non-profit field in general. If you take on this position, you can expect to be offered a compensation package, including salary and benefits, that will be commensurate with your experience and competitive within the non-profit sector. Some of the benefits we offer to our staff members include, but are not limited to:

- Competitive salary commensurate with experience
- Medical, Dental and Vision Insurance

- Annual Vacation time-20 days paid vacation & 14 paid holidays/office closures
- Retirement Plan-Code Nation matches contributions to 401K accounts up to 2%
- Flex spending account-for out of pocket medical costs

### How to Apply

Please send your resume and cover letter to [apply@codenation.org](mailto:apply@codenation.org) with the subject line, "Program Manager". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.