

- **Position Title:** Projects Coordinator
- **Position Status:** Full-Time

- **Location:** San Francisco
- **Start:** July 2019

About Code Nation

Code Nation (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 a Projects Coordinator to join our team. The ideal candidate wants to contribute to the success of a nonprofit committed to education and tech equity. The Projects Coordinator will play an integral role in our continuing growth with a diverse set of responsibilities, including coordination of partnership cultivation, board and stakeholder communications, and day-to-day support for the CEO. We are looking for someone who is upbeat, self-motivated, detail-oriented, and willing to learn new things and chip in with ad-hoc work. The Projects Coordinator will have high-level exposure to all areas of non-profit work, including communications, operations, development, and strategic decision making.

Responsibilities

Development Support

- Support on special projects including partnership cultivation and board development
- Produce high-quality written communications to external prospects and stakeholders
- Provide support to the Executive Team and CEO in advance of meetings by preparing presentations and organizing background information
- Support executives to ensure proper follow up is conducted for internal and external meetings, including logging info into Salesforce
- Maintain all Board records and prepare meeting materials for all Board meetings
- Support on projects and other duties as assigned

Executive & Projects Support

- Provide day-to-day support to the CEO
- Schedule meetings and manage conflicting scheduling issues and unexpected changes
- Screen and prioritize phone calls and emails and bring important matters to the executive's attention
- Draft internal and external emails for executives as necessary
- Coordinate travel arrangements
- Organize and maintain all filing related to correspondence with the CEO

Qualifications

- 2+ years of experience in project coordination, executive support, and/or non-profit development
- Proficiency in Salesforce, Microsoft Office programs (especially Word and Excel), and Google Suite.
- Excellent time management and organizational skills and highly detail-oriented
- Capable of anticipating needs and identifying solutions with limited guidance
- Excellent written and verbal communication skills.
- A "can do," no task too big, no task too small attitude
- Willingness to work occasional extended hours/weekends

Compensation

Salary commensurate with experience. Includes a competitive benefits package.

How to Apply

Please send your resume and cover letter to apply@codenation.org with the subject line, "Projects Coordinator." 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.