We’re Hiring: Director of Programs

➔ **Position Title:** Director of Programs
➔ **Position Status:** Full-Time
➔ **Start Date:** August 2020
➔ **Location:** San Francisco/Oakland

**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 programs currently reach almost 1,500 students across 50 high schools in New York City, the San Francisco Bay Area, and Chicago.

**Who We Want**

We are looking for a passionate, creative leader who is inspired by our mission and ready to work to support young people. The ideal candidate is self-motivated, resourceful, and works effectively in a team-oriented environment. Code Nation is committed to being an inclusive, pro-Black, and anti-racist organization; ideal candidates are committed to educational and tech equity and working against institutional inequities.

**Responsibilities**

**Team Management & Development**

➔ Lead a team of 4-6 program staff responsible for delivering all Code Nation programming
➔ Lead check-in meetings with staff to evaluate and respond to program performance measures, foster professional development, and set personalized goals.
➔ Manage large multi-stage projects by identifying and communicating goals, key performance indicators, and staff responsibilities.
➔ Recruit, hire, and oversee the orientation of program staff. Lead program staff performance evaluations and implement performance improvement plans as needed. Manage program staff transitions and offboardings.
➔ Oversee and approve program site budgets, staff reimbursements, and PTO requests.

**Ensure Programmatic Excellence**

➔ Develop and maintain a culture of programmatic excellence rooted in collaboration, peer feedback, and data-driven decision making; ensure alignment across all tiers of programming and effective communication within the program department.
➔ Oversee student data collection and ensure data integrity with support from program staff; analyze and make strategic programmatic decisions based on student and volunteer data.
➔ Conduct regular site visits to evaluate program quality, ensure fidelity, and provide coaching to program staff.
➔ Contribute expertise as an instructional leader to volunteer training, curriculum development, learning and teaching tool implementation, and the ongoing development of program staff content knowledge.

**Regional Leadership**

➔ Collaborate with the Bay Area Managing Director to support development, strategic planning, and management across multiple departments.
➔ Practice and foster a culture of philanthropy within the programs team
➔ Foster effective communication and collaboration between the programs department and all other departments.
➔ Plan and implement regional initiatives to support programmatic success.
➔ Participate in the budget development process and maintain a high level of fiscal responsibility within the programs department.
➔ Be the expert on the region’s computer science education trends and initiatives.

**School, District, and Workplace Partnerships & Operations**

➔ Establish relationships with school and district staff, principals, and other representatives to ensure that Code Nation’s school portfolio and prospective school list is robust and mission aligned.
➔ Collaborate with the Partnerships Team and Bay Area Managing Director to ensure company partners are satisfied with their Code Nation experience and are meeting our expectations in what they provide to our students.
Who You Are

➔ Demonstrated success in education or nonprofits working with diverse groups, including both classroom teaching and instructional coaching experience in under resourced schools
➔ Management experience with demonstrated success in managing, coaching, developing, and retaining staff
➔ Commitment to leading an inclusive, pro-Black, and anti-racist team; committed to educational and tech equity and working against institutional inequities.
➔ Ability to quickly build and maintain relationships with youth facing organizations, paving a path to future partnerships
➔ Experience in making data-driven decisions and cultivating a data-driven, results-oriented team culture
➔ Demonstrated success managing complex, multifaceted projects
➔ Excellent communication skills, both written and oral, with the ability to represent the organization externally to a wide range of stakeholders from tech CEOs to students’ families
➔ Thrives in a dynamic, fast-paced, and collaborative working environment
➔ Proficient in Google Suite and Salesforce
➔ Ability to regularly attend Code Nation program sites
➔ Ability to work extended hours, including weekends

What You Can Expect

Code Nation has a collaborative 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.

How to Apply

Please send your resume, cover letter to apply@codenation.org with the subject line, “Director of Programs - SF/Oakland”. 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. BIPOC individuals are encouraged to apply.