We’re Hiring: Program Manager

➔ Position Title: Program Manager
➔ Position Status: Full-Time
➔ Start Date: August 2020
➔ Location: New York City

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 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 passionate, creative leaders who are 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

➔ Manage and ensure success of the program at 4-5 high school sites. Coordinate and train teams of volunteers as they teach the Code Nation curriculum. Provide instructional coaching and support with the implementation of effective teaching strategies. Ensure student and 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 of 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 and/or youth development experience in under-resourced schools
➔ Experience working with diverse groups
➔ 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 a collaborative working environment
➔ Proficiency with Google Suite
➔ Background in HTML, CSS, & JavaScript (or passion for learning!)
➔ Flexibility to work extended hours on rare occasions

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, and responses to the questions below to apply@codenation.org with the subject line, “Program Manager - NYC”. All qualified applicants will be considered, but only those selected for an interview will be contacted.
Supplemental questions for your cover letter:

1. Code Nation’s mission is to “equip students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology.”
   a. In what ways does this mission resonate with you?
   b. If Code Nation is successful in its mission, what do you think that will mean for the students we serve?
      i. What will it mean for the tech industry?
      ii. How could increased diversity in tech impact the world?

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.