**We’re Hiring: Curriculum and Training Manager**

- **Position Title:** Curriculum and Training Manager
- **Position Status:** Full-Time
- **Location:** New York City, Chicago or The Bay Area

**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, the San Francisco Bay Area, and Chicago.

**Who We Want**

An ideal candidate for this role has experience creating engaging and effective curricula for young adults. The Curriculum and Training Manager will have demonstrated knowledge of HTML, CSS, JavaScript, and React and a nuanced understanding of coding environments and evaluation platforms. They should have a strong understanding of what it takes to create a supportive and effective learning environment and can use that knowledge to create and deliver training for staff and volunteers alike.

The Curriculum and Training Manager has experience maintaining effective feedback loops with various stakeholders: they will source feedback, implement needed changes, and document and share back with stakeholders the impact of their feedback.

The ideal candidate is a collaborative team player and has experience managing complex projects that span several months and involve different departments within an organization.

**Responsibilities**

**Curriculum Development & Maintenance**
- Manage the development of Code Nation’s Introduction to Web Development, Fellowship I, and Fellowship II curricula, including objective-driven, industry-aligned, level-appropriate units, lessons, and learning aids based on the vision of the National Program Director
- Ensure the coding and assessment platforms used within the Code Nation curriculum meet programmatic needs and align with industry standards (Popcode, Glitch, HackerRank, etc.)
- Work closely with the Communications Team to ensure the curriculum design and layout reflects Code Nation’s branding and is easily accessible for volunteers.

**Training & Evaluation**
- Manage the development of Code Nation’s National Volunteer and Program Manager Training and coaching materials based on the vision of the National Program Director
- Visit program sites to observe Code Nation’s program execution in action and evaluate its success based on program success rubrics
- Collaborate with regional curriculum leads to host regular training (“tech talks”) to ensure program staff can augment their technical knowledge, internalize activities and projects, and get answers to curriculum-related questions.
- Provide ongoing curricular support to volunteers and program staff

**Research & Feedback**
- Recruit and manage a select community of volunteers who meet regularly to provide feedback on Code Nation curriculum with a goal of ensuring Code Nation’s curriculum remains industry-aligned
- Create and maintain systems to collect meaningful curriculum feedback from all stakeholders including volunteers, Program Managers, regional curriculum leads, students, and school liaisons
- Collaborate with regional curriculum leads to implement high priority curriculum revisions
- Stay informed on developments within the tech, coding, and computer science education space through ongoing research and participation in relevant conferences, meet-ups, and events to ensure curriculum remains industry-aligned

**Documentation and Communication**
- Work with National Programs Director to create visibility for research and feedback results by preparing brief overviews accessible by a wide range of stakeholders and teams (i.e. development team, CEO, Board of Directors, Program Managers)
- Support regional curriculum leads with the implementation of regular regional curriculum reflections to ensure region-specific feedback is sourced and leveraged to tailor regional implementation of programs while also being aligned to the Code Nation Logic Model
Who You Are
➔ 3+ years of education or non-profit experience working with diverse groups, including classroom teaching and instructional coaching in under-resourced schools
➔ Commitment to educational and tech equity
➔ Strong project management skills with demonstrated success managing complex, multifaceted projects
➔ Exceptional communication skills; ability to effectively communicate and collaborate across multiple teams to support seamless program execution
➔ Passion for developing high-quality, engaging curricula aligned to Code Nation’s pedagogy
➔ Formal training and expertise in backwards planning, instructional design, and curriculum development
➔ Exceptional attention to detail
➔ Self-motivated, flexible, and entrepreneurial
➔ Thrives in fast-paced, collaborative working environment
➔ Proficiency with Google Suite
➔ Proficiency in basic HTML, CSS, JavaScript, and React
➔ Ability to travel and 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 and a Flex spending account for out of pocket medical costs
➔ Generous Time Off policy-15 days of paid time off & 14 paid holidays/office closures
➔ 401k Retirement Plan

How to Apply
Please send your resume and cover letter to apply@codenation.org with the subject line, “Curriculum and Training 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.