

Position: Curriculum Manager

Location: Bay Area, CA

ABOUT BLACK GIRLS CODE

Launched in 2011, [Black Girls CODE](#) (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

POSITION

The Curriculum and Program Manager will lead the strategy and execution of all Black Girls CODE curricula, overseeing development, implementation, evaluation, research, and continuous improvement of the curricula models. S/he will support the development and implementation of program initiatives, community outreach, communications, and administrative operations in a fast-paced, high-performance environment. The Curriculum and Program Manager will effectively and eagerly operate across all departments of a startup nonprofit.

The successful candidate will have experience with developing, launching and managing curricula in a K-12, nonprofit environment and/or corporate environment. Successful candidates will have demonstrated capabilities using technology tools to manage projects or programs (Google docs, Microsoft Office, email, etc) but computer science expertise is desired and highly recommended. Direct experience working with teenagers (or experience coordinating programs for teenagers) is a plus but not required. The Curriculum and Program Manager will be a new, full-time position based in the SF Bay Area reporting to the Executive Director.

RESPONSIBILITIES

- Oversee and drive curriculum design and strategy; ensure that curriculum development meets program and organizational goals and strategies
- Manage the development and execution of curriculum objectives and tools
- Ensure curricula alignment across all sites and locations
- Deliver measured and informative communication, able to share regular, informative curriculum/program metrics with partners and stakeholders
- Develop evaluation and monitoring tools to assess efficacy of curriculum model and student achievement
- Support the operations of the organization, including helping to manage logistics around our programs (food, transit, speakers, etc)
- Take on related projects as assigned by staff with creativity, initiative, and self-direction

QUALIFICATIONS

This is an extraordinary opportunity to be part of a small and growing team in a dynamic startup environment. The position offers great potential for learning and affords real opportunity to have a tangible impact on communities across the country.

REQUIREMENTS

- Minimum of 5 years experience as software engineer or designer OR 4 years of related university education in a STEM field or Education.
- Exceptional organizational skills and ability to balance multiple priorities in a changing environment
- Ability and affinity for working with youth ages 7-17
- Prior startup work experience preferred
- Excellent verbal and written communication skills, with experience in such mediums as grant proposals, emails, blogs, web copy and social media; exceptional attention to detail
- Strong experience and outgoing personality in fostering relationships and partnerships with community organizations and corporations
- Demonstrated ability to problem-solve
- Strong interpersonal skills and ability to work well in a team environment
- Exceptional communication and presentation skills
- Integrity, maturity, credibility, and a demonstrated commitment to BGC's mission
- BA/BS in Computer Science or related technical field is preferred.

Interested candidates should send a cover letter, resume only through the linked application portal.

Position open immediately.