



Position: Program Coordinator

Location: Bay Area, CA/New York, NY

Job Category: Full Time

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 Program Coordinator will support the strategy and execution of all Black Girls CODE curricula, supporting 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 Program Coordinator oversees the recruiting, interviewing, hiring, training, and scheduling of volunteer workers. Ensures that the activities of the volunteer workers meet the needs of the organization.

The Program Coordinator will effectively and eagerly operate across all departments of a startup nonprofit.

The successful candidate will have experience with supporting 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 youth (or experience coordinating programs for youth) is required.

RESPONSIBILITIES

- Assist in the development and execution of programmatic objectives
- Manage and coordinate volunteers and teaching assistants in support of all workshops
- Support the programs operations of the organization, including managing logistics around our workshops (food, transit, coordinating speakers, etc) fulfilling administrative needs, drafting targeted social media-related and other communications, and assisting staff as needed
- Take on projects as assigned by staff with creativity, initiative, and self-direction
- 20-30% travel is required. Both domestic and international.



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 of related university education in a STEM field or Education (preferred)
- Exceptional organizational and team-building skills and ability to balance multiple priorities in a changing environment
- Excellent verbal and written communication skills, with experience in such mediums as 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
- 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 apply via the attached application portal only:
bit.ly/1Gc1eAR.

Position open immediately.