

**Position:** Program Manager

**Location:** Bay Area, CA/New York Office

### **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 Manager will lead the strategy and execution of all Black Girls CODE programs overseeing development, implementation, evaluation, research, and continuous improvement of the program 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 Manager will effectively and eagerly operate across all departments of a startup nonprofit and play a critical role in setting the direction of both current and future Black Girls CODE programs across all organizational locations assigned.

The successful candidate will have experience with developing, launching and managing training programs and 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 Program Manager will be a new, full-time position reporting to the Executive Director.

### **RESPONSIBILITIES**

- Oversee and drive program design and strategy; ensure that the execution of programs are consistent with organizational goals and strategies
- Manage the development and execution of all program objectives
- Ensure program alignment across all sites and locations
- Assist with curriculum development and design
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- Support the operations of the organization, including helping to manage logistics around our programs (food, transit, speakers, etc), fundraising, and development
- 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.
- Experience working in a fast paced nonprofit environment with a focus on developing youth-centered programs and events.
- Ability and affinity for working with youth ages 7-17. Teaching experience highly recommended.
- Exceptional organizational skills and ability to balance multiple priorities in a changing environment
- Prior startup work experience is 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
- Looking for team member with self-discipline, carefulness, thoroughness, self-organization, solid deliberation 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.**