



Position Title: Community Events Manager

Location: New York, NY or Oakland, CA

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 SUMMARY

Do you like helping and connecting people? Are you enthusiastic about BGC's mission and the opportunity to help grow the organization in communities across the US? Do you thrive on challenge and in a fast-paced environment? The Community Events Manager will develop and implement outreach activities designed to build online and offline awareness, interest, and participation in BGC programs.

We're looking for an awesome Community Events Manager to join our team; someone with a proactive attitude, a strong background in white-glove support, excellent communication skills and a love for BGC's mission. S/he will support the development and implementation of program initiatives, community outreach, communications, and administrative operations. The Community Events Manager will effectively and eagerly operate across all departments of a startup nonprofit.

Successful candidates will have demonstrated capabilities using technology tools to manage projects or programs (Google docs, Microsoft Office, email, social media, etc). Direct experience working with youth (or experience coordinating programs for youth) is highly desired. The Community Events Manager will be headquartered in either our Oakland home office or our Regional New York Office. He/she will be required to travel to other sites/locations as needed to support and manage BGC programs and partner events.

DUTIES AND RESPONSIBILITIES:

- Build relationships with local, national and international community groups online and offline (including schools, prospective participants, alumni, tech organizations, nonprofits, etc)
- Build and foster relationships with national and international corporate and foundation partners
- Manage the development and execution of community events to promote organizational activities



- Evangelize BGC's news, programs and opportunities across both existing and prospective sites and locations; work with media outlets, brand agencies, and influencers to elevate the message of the work Black Girls CODE does in the technology space
- As a member of the organization's marketing team develop measured and informative communication, able to share regular, informative outreach metrics with internal stakeholders
- Organize and facilitate organizational outreach events and special events (alumnae dinners, panels, conferences)
- Developing and tracking community network and volunteer database
- Take on related projects as assigned by staff with creativity, initiative, and self-direction

REQUIREMENTS/QUALIFICATIONS

- BA/BS degree
- Minimum 5-10 years in online corporate/community relations preferred
- Prior start-up work experience is preferred
- Exceptional organizational skills and ability to balance multiple priorities in a changing environment
- Excellent verbal and written communication skills
- Strong experience and outgoing personality in fostering relationships and partnerships with community organizations and corporations
- Demonstrated ability to problem-solve
- Analytical, critical attention to even the smallest details, ability to seek (and retain!) knowledge, share and apply it in the future
- Strong interpersonal skills and ability to work well in a team environment
- Self starter who can navigate an environment full of change and ambiguity
- Integrity, maturity, credibility, and a demonstrated commitment to Black Girls CODE's mission

Interested candidates should complete our applicant assessment at our intake portal here: <http://bit.ly/1bolGie>. Please upload a copy of your resume and cover letter via the portal (no additional emails required). We will only respond to resumes from applicants who complete the assessment on the applicant portal.

Position open immediately.