

Position: Curriculum Coordinator

Location: Oakland, CA/ New York, NY

Job Category: Full Time

ABOUT BLACK GIRLS CODE

Since 2011 Black Girls CODE (BGC) has been 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:

The Curriculum Coordinator is tasked with training and development of the BGC volunteer curriculum and technical leads. S/he is responsible for creating curriculum training tools and developing processes to effectively deliver workshops, classes, and learning events across the organization. The Curriculum Coordinator also manages the equipment inventory for workshops and events and ensures the organization utilizes updated technology during BGC sessions. This role will collaborate across other organizational departments to help establish key learning goals and objectives for our tech divas and alumnae. The Curriculum Coordinator will observe, supervise, evaluate, and support BGC in the development and implementation of our curriculum. S/he will assist with the orientation of new technical volunteers and staff members on our educational offerings. Provide regular in-service training and evaluation of technical instructors to ensure that they are familiar with and adhere to organizational policies in all areas of BGC operations.

RESPONSIBILITIES:

- Routinely observe lead instructors and technical assistants during workshops to evaluate and assess their effectiveness and performance with our tech divas and alumnae
- Conduct and manage the monthly meetings of the cross-chapter Volunteer Curriculum Team
- Ensure there is curricular alignment and adequate curriculum materials and equipment available and accessible across all sites and locations
- Support the Education/Curriculum team by providing her/his expertise as related to all functions of curriculum development, delivery, and strategy
- Train workshop curriculum volunteers in course content, instructional tools, and technology requirements
- Assist with the orientation of new technical volunteers and staff members. Provide regular in-service training and evaluation of technical instructors to ensure that they are familiar with and adhere to organizational policies in all areas of BGC events

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. The successful candidate will have experience with developing, launching and managing computer science or other related STEM curricula in a K-12, nonprofit environment and/or corporate environment. Only candidates with a background in engineering, science, or technology will be considered for this role. Direct experience working with teenagers (or experience coordinating programs for teenagers) is a plus but not required.

REQUIREMENTS:

- Minimum of 5 years experience as software engineer or designer OR 4 years of related university education in a STEM field or Education.
- 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, 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 Black Girls CODE's mission
- BA/BS in Computer Science or related technical field is ideal but professional experience is an acceptable substitute.

Interested candidates should complete our applicant assessment at our intake portal here: <http://bit.ly/39aAWPC>. 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 opens immediately.