



Position Title: Program Assistant

Location: 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 SUMMARY: Provides assistance in support of one or more programs, including performing administrative tasks, program planning and community outreach. Schedules meetings or special events and answers questions from the community or program participants. Assists in the creation of promotional materials or solicitations/informational mailings. Generates reports detailing the status of programs or projects. May coordinate volunteer schedules or trainings.

DUTIES AND RESPONSIBILITIES:

- Assist with program development and execution.
- Assist the program team in managing and coordinating volunteers and teaching assistants in support of all workshops.
- Assist with program logistic, including submitting program expense reimbursements, purchasing requests and invoices.
- Manage program supply inventory and ordering.
- Build relationships with local, national and international community groups online and offline (including schools, prospective participants, alumni, tech organizations, nonprofits, etc)
- Follow up and communicate with program participants and volunteers if needed.
- 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.
- Plan, track, and report on departmental work in support of organizational coordination.
- Contribute content for organizational communications and marketing materials, such as the monthly e-newsletter.
- Take on projects as assigned by staff with creativity, initiative, and self-direction.
- 30-40% 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. Solid written and verbal communication skills, ability to pay attention to detail and maintain confidentiality, strong interpersonal skills and commitment to working with a diverse staff are essential to successfully carry out the duties of this position.

REQUIREMENT:

- BA/BS in related STEM field AND a minimum of two years' experience working in an educational environment.
- Proficiency in the following PC platform software: Microsoft Office (Word, Excel, Outlook, PowerPoint), and Internet access software.
- Excellent proofreading skills; knowledge of general office procedures, standards and equipment; ability to interact and communicate effectively with partners, volunteers and participants.
- Position requires a quick learner with proven flexibility and a desire to work in a fast-paced, challenging environment.
- 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 integrity, credibility, and a demonstrated commitment to BGC's mission

Interested candidates should complete our applicant assessment at our intake portal here: <http://bit.ly/29g8MCP>. 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.