



Position Title: Program Coordinator

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: This position supports the East Coast chapters of Black Girls CODE. 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.

Oversees the recruiting, interviewing, hiring, training, and scheduling of volunteers. Ensures that the activities of the volunteers meet program goals and the needs of the organization. Assist in global workshop coordination, management, and evaluation.

DUTIES AND RESPONSIBILITIES:

- Coordinate program development and execution.
- Coordinate program logistic, including submitting program expense reimbursements, purchasing requests and invoices.
- 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
- Coordinate 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.
- 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:

- Minimum of 3-5 years of related university education in a STEM field or Education
- 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 desirable but not required

Interested candidates should complete our applicant assessment at our intake portal here: <http://bit.ly/1Gc1eAR>. 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.