Position: Program Coordinator
Organization: CSforALL
Location: New York, NY

About CSforALL

CSforALL's mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the United States.

The organization employs the following strategies for achieving this mission:

- Raise awareness of the need for CS education and best practices for building capacity and increasing access
- Build capacity to ensure local leaders and systems can implement CS education equitably and with quality
- Increase equitable access to high quality CS education pathways for all learners and educators.

Position Description

The Program Coordinator will provide overall administrative, technical and other support as needed to ensure efficient and effective delivery of program initiatives. This candidate will report to the Senior Program Manager and work across all programmatic initiatives. The ideal candidate will help foster effective communication and flow of information to ensure that programs are effectively implemented. Prospective candidates should be well-organized, able to effectively manage projects across multiple program areas, possess a can-do attitude, and should be comfortable with data systems and management. This person also supports the implementation of our annual national CSforALL Summit and will require some travel to support program delivery.

Responsibilities

Program Support:

- Collaborate with the program team to support program implementation, from program development through execution. The current suite of programs includes:
  - School Based Strategic Planning (JROTC)
  - District Based Strategic Planning (SCRIPT)
  - Community Based Strategic Planning (Accelerator)
- Organize agendas and materials for program-related trainings, workshops, convenings, and additional meetings
- Develop program-related presentation materials, spreadsheets, documents and tools
- Support the management of program communications including monitoring the inboxes and providing information about the program to interested parties
- Work to create efficient processes for cross functional collaboration including standard documentation
- Provide support to program team in data collection, organization, and/or analysis when needed for regular tracking and reporting
- Support in the development of systems to improve program delivery
- Restructure and organize digital filing systems and documents (google drive)

Event Coordination:

- Assist with organizing and managing logistics for program-related trainings, workshops, and convenings
- Attend trainings, workshops, and convenings to provide in-person support

Qualifications:

- Bachelor's degree required
- 1-3 years of relevant experience
- Exceptional organizational skills and orientation to detail
- Excellent data organization - collecting, organizing, storing and protecting
- Excellent written and verbal communications skills
- Collaborative approach with the ability to work effectively across teams
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously and with a clear sense of priority

- Ability to multitask and work on many projects simultaneously

- Commitment to CSforALL's mission

- Ability to periodically travel to trainings, workshops, and convenings (~20-30% of time) and to move materials weighing up to 50 lbs, and to work flexible outside of standard work hours, as requested

Salary and Benefits: 58K - 62K

Posting Date: 5/9/2022

To Apply: Send the following to recruiting@csforall.org:

- Subject line: CSforALL Program Coordinator: [YOUR NAME]

- Attach: cover letter and resume / CV

CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.