Position: Coordinator, Community Engagement
Organization: CSforALL
Location: New York City Metropolitan Area Preferred (Remote)
Date: January 2022

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 U.S.

Position Description

The Coordinator for Community Engagement/Membership will be responsible for supporting CSforALL community engagement, recruitment, membership services and digital program resources, as developed by program leads. The Coordinator implements projects related to Summit and valuable member experiences including managing the membership databases. This role is perfect for a highly skilled professional seeking growth opportunity within an expanding organization.

Responsibilities
  Data Management and Analytics:

- Co-design, implement, and maintain the member information clean up in collaboration with the Program and Research leads including validation of existing mailing lists, contacts cleaning and execution of the member campaign to inform the community of the changes.

- Serve as the owner of the maintenance of the database and other member tools, and support the creation of a centralized and accessible member database taking into account the expansion potential and areas for improvement with CSforALL.

- Develop with the Membership Team the data systems, tools, and processes that will be used to track key metrics and generate reports.

Member Experience Execution & Team Operations:

- Lead and own the member intake process including data approval and partner communications and build efficient processes and systems as required.

- Serve as a thought partner for future digital tools serving CSforALL members in collaboration with the DevOps team.

- Support the membership team in leading events to enhance and evolve the membership strategies in alignment with program goals with members, currently including but not limited to annual member convening (Summit and subcomponent: Commitments), monthly member convening (Community Calls, Slack), member access to digital resources and networking (Portal and subcomponents: Curriculum Directory, as an example of the many digital program offerings).

- Contribute to the development of materials that include member perspectives and priorities, as appropriate.

- Implement the logistics for member related convenings.

- Contribute to the development of systems and processes for internal operations that require member constraints.

Summit and Community Engagement:

- Help maintain relationships with potential and existing CSforALL community members through timely response to general event enquiries and member data requests solidifying the engagement pipeline, engagement offerings and partnership opportunities.

- Support the Summit team with management of event logistics including registration, coordination of the data flow between communications and membership for webinars, slack communications, factsheets, and website language. Collaborate with Communications in broader communications strategies such as collecting member/partner stories, commitments, and social media campaigns.

- Collaborate with the Summit Team in the review of commitments applications and maintenance of a standardized commitments database.

Qualifications:

- Bachelor's degree required

- 3-5 years of relevant experience in database management, qualitative analysis, project management, and/or education service management

- Excellent analytical and data management skills

- Experience using tools like advanced excel, CRM and MailChimp preferred

- Strong relationship management skills

- Project management skills preferred

- 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

- Work independently on projects to meet tight deadlines

- Ability to multitask and work on many projects simultaneously

- Deep commitment to CSforALL's mission

- Ability to periodically travel to workshops and convenings (~10-20% of time) and to work flexible off hours on occasion

Posting Date: January 2022

To apply: Send the following to recruiting@csforall.org:
- Subject line: Coordinator, Community Engagement [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.