



Virtual Site Coordinator (Contract) - AOT/BCNY Partnership Program

Position Title: Virtual Site Coordinator - AOT/BCNY Partnership Program

Position Type: Contract (July 5, 2022 - August 4, 2022, 10 hours/week)

Contract Rate: \$1,500 total

Location: REMOTE, but hoping for NYC residents

Deadline to apply: TBD, but will be reviewing apps on a rolling basis!

About America On Tech:

[America On Tech](#) is an award-winning, early pipeline technology talent accelerator on a mission to decrease the racial wealth gap by creating pathways for underestimated students to thrive in technology and innovation. To date, we have worked with 3,500+ students by leveraging the time, talent and expertise of software engineers and technology professionals to teach our tuition-free courses and help provide work-based internship and learning programs to promote the advancement of underrepresented students into technology pathways. Founded in 2014, AOT's work has been featured in Forbes, CNN, The Huffington Post, TechCrunch, BET and other leading publications. AOT has also been awarded by Forbes 30 Under 30, Wells Fargo and the Brooklyn Borough President's Office.

About the BCNY Partnership Program:

The AOT/BCNY Partnership Program will run a 3 day a week/4 week course in Digital Marketing for high schoolers this summer. This course examines social media management and various marketing channels such as social media marketing, content marketing, search engine marketing, newsletter marketing, contextual marketing, and influencer marketing. By the end of the course, students will demonstrate an understanding of basic marketing concepts and content marketing strategies through the completion of a final product pitch presentation during the end-of-program graduation. Currently all sessions will be happening via Zoom!

The ideal candidate for Site Coordinator would:

- Be available for prep and classes July 5, 2022 - August 4, 2022, Tuesday-Thursday from 1:00 p.m.- 3:00 p.m. + additional 4 hrs/week for program coordination (TBD w/ Director upon hire)
- Prepare and maintain all program environments, including Google Classroom
- Track all student data, including attendance, project and assignment submissions, and survey responses
- Maintain regular communication with students and parents via weekly reminder and recap emails
- Open and lead all sessions, supporting the instructor in lesson delivery
- Attend weekly meetings with NY Program Director and BCNY leadership to provide summary data on key metrics for program reports
- Meet weekly with NY Program Director to discuss program impact and to troubleshoot any challenges
- Attend **all** sessions and provide the NY Director ample notice (48 hours minimum) if they are to miss a session

How to apply

Please submit your resume using this link: www.americaontech.org/sitecoordbcny.html

All applicants will be considered. Only those selected for an interview will be contacted. AOT is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.