

Position Title: Program Manager

Position Type: Full-time

Location: Los Angeles

Salary: \$70K

Start: April - May 2022

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 developers to teach our tuition-free courses and help provide work-based internship and learning programs to promote the advancement of underrepresented students into technology. 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.

Who We Are Looking For:

We are currently looking for a Program Manager to help manage our high school technology programs in LA. Your day-to-day will include working directly with our students, families, corporate partners and volunteers to ensure their success in our programs. This is a great opportunity for a creative and enthusiastic professional looking to help shape the vision of a promising non-profit and is inspired by the potential of students. Successful candidates are solutions-oriented, data-loving, entrepreneurial and passionate about education. The Program Manager will report to the LA Program Director.

Responsibilities Include:

Student Recruitment & Admissions:

- Work with Student Recruitment Manager and LA Program Director to enroll students into programs
- Help to create, update, track and collect admissions materials that include parent consent forms, on-boarding surveys, RSVP forms, school transcripts and other materials

Program Management, Operations & Logistics:

- Set up and maintain all virtual classroom learning environments - including Zoom, Google Classroom, Google Calendar, and Repl.it
- Act as the point of contact for respective program cohorts in order to coordinate with instructors, peer mentors, students, and volunteers
- Manage communication and reminders for all students, volunteers, and peer mentors regarding classroom sessions and announcements
- Coordinate instructor and peer mentor scheduling to ensure that classes are staffed appropriately for student learning and outcomes
- Manage the peer mentors in respective cohorts to ensure their understanding of their responsibilities

Student Culture, Learning & Outcomes Management:

- Develop a strong classroom culture for students and instructors to ensure group and classroom bonding
- Evaluate student progress with program team through weekly check-ins and progress reports
- Develop action plans with students to support their learning and content retention throughout the program

Program Data Collection & Evaluation:

- Help Program Director evaluate and report on program outcomes by administering surveys to students, instructors, and families
- Track and collect student information, including program attendance and engagement
- Track and retain collection of each student project and artifacts from programs
- Support the evaluation of policies and practices to ensure program goals are achieved



We're Hiring: Program Manager

Qualifications:

- You are an enthusiastic leader excited to shape the skills, minds, and trajectories of eager students
- You have at least 2 years of program management experience in the nonprofit sector / education sector
- You are detail-oriented and data-loving
- You are the person that your colleagues naturally gravitate to when they are trying to figure something out
- You are an excellent communicator - oral and written
- You have the ability to collaborate and work effectively on a multicultural team
- You are motivated by a fast-paced work environment

Preferred, but not required:

- An understanding of the following topics:
 - HTML/CSS (strong/expert understanding) and JavaScript/jQuery/Bootstrap (intermediate understanding), and/or Product Management, and/or Digital Marketing, and/or Data Science, and/or UX/UI Design
- Experience working in a remote environment and use of requisite tools (i.e. video conferencing, messaging, etc.)
- Experience using Salesforce or other CRM tools
- Background in student learning, pedagogy and curriculum development
- Background in classroom management, workshop / classroom facilitation and professional development
- Superior interpersonal, customer service and community relationship-building abilities
- Relevant Bachelor's Degree

How to Apply

Please submit your resume and cover letter to: www.americaontech.org/pm-la.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, disability, age, religion, sexual orientation, or national or ethnic origin.