



## We're Hiring: Communications and Development Coordinator (Part-Time)

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**Position Title:** Communications and Development Coordinator (Part-Time)

**Position Type:** Part-time Role (20 hours per week - virtual for now)

**Location:** NYC

**Start:** November 2020 / December 2020

**About America On Tech:** [America On Tech](https://www.americaontech.org) is an award-winning, early pipeline technology talent accelerator on a mission to prepare the next generation of leaders by creating pathways into degrees and careers in technology. To date, we have worked with more than 2,500+ by providing tuition free technology courses and work-based internship and learning programs to promote the advancement of students into technology. We have offices in NY and LA.

**Who We Are Looking For:** We are currently looking for a Communications and Development Coordinator to join our team part-time. This person will report to the President and will support communications and outreach efforts, including the development and coordination of content, materials and programs to engage and grow AOT's community of supporters. This is an exciting opportunity to work alongside a passionate team focused on technology skills training and digital inclusion.

### Responsibilities include:

#### COMMUNICATIONS

- Develop a weekly/monthly/annual content calendar for the AOT's communication channels
- Produce and coordinate the production and dissemination of materials/collateral for campaigns
- Contribute to the writing, editing, production and distribution of all communication channels
- Work with the AOT team to maintain and regularly audit AOT's website for improvement
- Create a system for tracking, analyzing and reporting data to measure results of digital initiatives
- Assist in fielding media requests and proactively pitching stories to members of the media
- Help to increase AOT's online presence on Facebook, Twitter, LinkedIn and Instagram
- Assistant with all other communications / outreach / marketing efforts

#### DEVELOPMENT

- Work with the AOT team to develop communications around fundraising campaigns
- Coordinate fundraising-related outreach, including but not limited to correspondence with donors donor recognition and retention

### Qualifications:

- You are the person that your colleagues naturally gravitate to when they are trying to figure something out
- Proficiency in oral and written presentation and excellent communication skills
- Ability to collaborate and work effectively in a team
- Strong project management skills

**Compensation:** \$25-\$30 per hour.

**How to apply:** Please apply here: <https://www.americaontech.org/commsdevcoordinator.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.