



## We're Hiring: Program Manager - Student & Volunteer Recruitment

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**Position Title:** Program Manager, Student & Volunteer Recruitment

**Position Type:** Part-time Role (10 hours per week)

**Location:** New York City & Los Angeles (Virtual for now)

**Start:** August 2020 / September 2020

### About America On Tech:

[America On Tech](#) 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+ 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:

The Program Manager - Student & Volunteer Recruitment will report to the Program Lead and work closely with the CEO and President to develop and implement a recruitment, admissions and on-boarding strategy for AOT students and volunteers.

### Responsibilities:

#### Student Recruitment & Admissions:

- Supports student recruitment and admissions for programs by participating in external gatherings and events at schools and community fairs to maintain an email list of prospective applicants (virtual for now)
- Spearhead virtual recruitment campaigns on social media platforms
- Coordinate external communication with schools, community-based organizations and other recruitment pipelines to inform them about open admissions into programs and deadlines
- Field questions via email from prospective student candidates, their schools and/or their families
- Help Program Lead evaluate student candidate qualifications based on their applications/interviews to determine appropriate eligibility for participation and ideal partner classroom location placement
- Coordinate communication to accepted student candidates to notify them about their status in the program
- Create, update, track and collect admissions materials that include parent consent forms, onboarding surveys, RSVP forms, school transcripts and other materials

#### Volunteer Recruitment, On-boarding & Management:

- Support recruitment of volunteers by hosting sessions at corporate sites, reaching out to the current volunteers network for support and/or attending fairs to attract potential talent to engage in programs (virtual for now)
- Spearhead virtual recruitment campaigns on social media platforms
- Onboard volunteers by gathering necessary documents to ensure their full compliance and participation
- Training volunteers to participate in teaching and mentoring opportunities throughout the year
- Evaluate volunteer abilities to determine the best volunteer position based on their skills and availability
- Establish open communication with volunteers for future events and sessions

#### Program Data Collection & Evaluation

- Help Program Lead evaluate and report on program data on student and volunteer recruitment
- Track and collect student and volunteer personal information, demographics attendance and engagement

### Qualifications:

- 1-3 years of experience in recruitment, data management, or similar roles
- Proficiency in data management and data visualization
- Proficiency in Microsoft Office and Google Suite (especially Google Docs, Google Sheets, and Google Slides).
- Proficiency with Salesforce (preferred) or other CRM databases



## **We're Hiring: Program Manager - Student & Volunteer Recruitment**

- Strong project management (Monday.com) and organizational skills, with an ability to juggle competing priorities
- Superior interpersonal, customer service and community relationship-building abilities
- Proficiency in oral and written presentation skills with an eye for cultural competency
- Ability to collaborate and work effectively in a fast-paced team environment

### **Education:**

- Relevant Bachelor's Degree; Master's degree preferred.

### **How to Apply**

Please submit your resume to: <https://www.americaontech.org/pmrecruitment.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.