



Virtual Site Coordinator (Contract) - NYC

Position Title: Virtual Site Coordinator - NYC

Position Type: Contract (June 27, 2022 - August 18, 2022)

Contract Rate: \$4,800 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 TECH360 Program

The TECH360 Summer Bootcamp is a 4 day a week/3 week program in web design and web development for rising high school juniors and seniors. Throughout the program, students learn industry-aligned technical and professional skills. By the end of the program, students will have demonstrated mastery of HTML, CSS, and Bootstrap and will have worked in a team to create and present a final website during the end-of-program Demo Day competition.

Currently all sessions will be happening via Zoom!

The ideal candidate for Site Coordinator would:

- Be available for prep and classes 6/27/2022 - 8/18/2022, Monday-Friday from 11:00 a.m.- 3:00 p.m. (NYC)
- Prepare and maintain all program environments, including Google Classroom and Repl.it
- 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 and peer mentor in lesson delivery
- Attend weekly meetings with NYC Program Team to discuss program impact and to troubleshoot any challenges
- Provide summary data on key metrics for program reports
- Be required to attend **all** sessions and provide the Programming team ample notice (48 hours preferred) if they are to miss a session

How to apply

Please submit your resume using this link: <https://www.americaontech.org/sitecoordnyc.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.