

Position Title: Program Lead - NYC

Position Type: Full-time, Exempt

Location: NYC

Start: August 2019

About New York On Tech:

[New York On Tech \(NYOT\)](#) 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 1,000+ students in New York City 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, NYOT's work has been featured in Forbes, CNN, The Huffington Post, TechCrunch, BET and other leading publications. NYOT 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 looking to hire a Program Lead to manage the success of our programs in NYC. This person is moved by the potential they see in students; excited by the idea of leading the development of our programs and managing a team of program managers and site coordinators. You are a true collaborator able to hear others ideas; share and receive feedback both from your team and leadership; and implement new ideas effectively. You handle change well, are excited about project management, data and approach work with an entrepreneurial attitude. You have a strong belief in our mission and are willing to advocate on behalf of our students.

Responsibilities:

Program Strategy & Evaluation

- Ensure that the NYOT mission is put into practice at all program and partner sites and/or locations
- Design / implement evaluation tools, procedures and impact dashboard in alignment with our target impact OKRs
- Provide and design reports to leadership on all key program metrics
- Continuously evaluate programs, provide ongoing feedback to the team and leadership on areas of improvement

Program Management:

- Oversee and manage all program budgets
- Oversee program team and all phases of programming, including student and volunteer recruitment, program day to day execution and content / curriculum creation
- Oversee ongoing development and day-to-day implementation of systems around all aspects of program operations, including recruitment, communication and attendance
- Be able to step in to the Program Manager role as needed

Staff Management:

- Provide leadership to program staff to emphasize the importance of achieving high standards of quality
- Retain key members of the program staff by providing mentorship and feedback on an ongoing basis
- Hold regular 1:1 and team meetings with program staff to check-in on employee morale and work performance
- Deliver formative and evaluative feedback, based on standards of expectations
- Communicate appropriately and effectively with program staff, leadership and the larger community
- Develop, train, and supervise program staff and lead a high-performance team to OKRs
- Prioritize programmatic needs based on observations and increase site visit frequency, if needed
- Establish work schedules and plans and assign work to staff members

Partnership Development

- Establish, maintain, and expand relationships with outside resources, including schools, community organizations, technology companies and peer organizations
- Assist and manage in acquiring, retaining and growing new internship partners through community and network

- Develop deep relationships with our training partners; understanding their organizational goals and be a trusted thought leader and advisor to influence and enable partners to adopt our trainings or internships
- Being accountable for meeting/exceeding partner needs, issues management, resolution, and escalation

General:

- As part of a growing organization, contribute toward the development of standard operating procedures in all areas of business, and continue to find new ways to improve quality and efficiency
- Collaborate with leaders to build organization-wide best practices
- Work cross-functionally with all departments to support the future of NYOT and additional projects as necessary

Must Have

- Bachelor's Degree; Comparable experience will also be considered
- 3+ years management experience working in education, nonprofit, or comparable field
- Project Management Experience
- Data Driven Mindset
- Strong communication skills--written, oral and presentation
- Proven Interpersonal skills; working with both students and adults
- Interest in Student Development
- Interest in Technology
- Ability to lead and thrive in a startup environment
- Ability to identify problems before they arise
- Ability to work both independently and collaboratively

Nice to Have

- Master's Degree in Education preferred
- Working knowledge of Google Suite: Drive, Docs, Sheets and Forms
- Experience with Taboo

Compensation

Contract commensurate with experience.

How to Apply

Please submit your resume and cover letter to: <http://www.newyorkontech.org/nycprogramlead.html>

All applicants will be considered. Only those selected for an interview will be contacted. NYOT 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.