



## Black Boys Code Coordinator Position

### About Black Boys Code

Black Boys Code is a not-for-profit organization dedicated to closing the diversity gap in the technology sector by introducing Black youth ages 8-29 to STEM (science, technology, engineering, and mathematics) with a focus on computer science. We offer exposure workshops, after-school programs, and summer technology camps to inspire the boys to take a path to pursue post-secondary education in STEM disciplines.

We create opportunities for young Black youth to strengthen their understanding of STEM disciplines through mentorship, industry exposure and intensive training to introduce them to the possibilities of becoming innovators and creators in the technological age. We aim to impact their growth and development through a cohesive learning experience and a blended learning approach.

### Overview

You will play an essential role in assisting the Program Manager and Communications team in delivering programs and communications initiatives for Black Boys Code. The ideal candidate will be flexible, and have fresh and creative ideas concerning the communications and operational activities of the organization.

You take customer service seriously but are able to have fun at work with the Black Boys Code team! You value integrity, customer service; you take ownership and show initiative in everything you do and are performance driven.

### Key Responsibilities:

- Assist Program Manager in administrative tasks, including Eventbrite set-up, making phone calls, setting up meetings and other tasks as needed.
- Download and organize the registrations and forward it to the parties such as the Course Administrators, Communications team.
- Assist in distributing communications to Black Organizations across Canada to promote our programs (ie Exposure Workshops, the Reskilling Program, etc...)
- Make phone calls to Black Community Organizations to arrange meetings for the Program Manager to meet with their leadership and community development teams for further promotion of our program.
- Assist Program Manager on additional outreach on how to make the organization grow further.
- Promote and share our programs within the community to increase enrollment.
- Generate and update reports pertaining to program(s) on a regular basis.
- Liaise with community partners, beneficiaries and stakeholders.
- Assist in the development of promotional materials and community presentations.
- Coordinate program communications

### Skills and Qualifications

- Strong verbal and writing skills
- Able to make cold calls to organizations that would benefit from promoting our services to our clients
- Proficient in working with Excel, MS Project, Word and PowerPoint
- University or College Degree in Communications or relevant experience
- Ability to execute tasks with limited supervision
- Goal-oriented – you are known for your integrity; you always do what you say you will do
- Proactive with the ability to take initiative and work with minimal supervision
- Team player with ability and willingness to accept and provide feedback
- Enthusiastic about customer service – both internal and external



**Terms:** Part-Time, up to 20 to 30 hours a week

**Location:** Remote

At Black Boys Code, we recruit the best and foster an environment that empowers our team. That means a workplace that is diverse, inclusive, and open-minded.

We welcome applicants of all backgrounds, regardless of race, colour, religion, sexual orientation, gender identity, national origin, or disability.

Even if you feel you don't meet all the requirements listed above, we encourage you to apply anyway!

Please email a cover letter and resume as a single PDF file (save as firstname\_lastname.pdf) to [Careers@blackboyscode.com](mailto:Careers@blackboyscode.com) with the subject heading Communications Coordinator.