

Content Coordinator



CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501(c)(3) nonprofit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to support teachers and students, to build sustainable and collaborative communities, and to employ creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Some of our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

In support of Computer Science instruction in public schools across Virginia, CodeVA produces curricular materials ranging from classroom lessons for students to professional learning materials for school personnel. CodeVA partners with multiple educational stakeholders, including local school divisions, Computer Science Teachers Association Chapters, universities and the Virginia Department of Education. In order to create these resources, the Curriculum Program works with a team of public school teachers with expertise in computer science education that work on a contract basis.

The Content Coordinator is primarily responsible for tracking project deliverables, communicating with internal and external stakeholders, version control of published materials, and promoting CodeVA's resources to Virginia's public school community. The Content Coordinator will oversee the development lifecycle of curriculum writing for programs and resources in support of CodeVA's Curriculum Manager. They will schedule meetings with the contract curricular writing teams and track all assigned deliverables. As materials are developed, the coordinator will prepare content for evaluation and delivery.

Job Responsibilities

- Work with curriculum-writing contractors to manage deliverables and deadlines. This includes scheduling meetings and handling team communication, tracking project timelines through project management software and email, and regularly communicating progress to the Curriculum Manager

- Collaborate with external curricular partners to handle communication, attend meetings, take notes, and track timelines and deliverables
- Work with CodeVA's internal team on the creation and publication of curricular resources. The Content Coordinator also will track the progress of document creation and review as various internal staff work through the curriculum creation lifecycle
- Prepare resources, research, materials packets, and agendas for new curriculum-writing project teams
- Prepare completed curricular materials, including pagination of documents, copy editing and formatting, validation of citations and permissions, branding (with Graphics staff), and posting of the resources on applicable websites and curricular repositories
- Create and maintain comprehensive project documentation
- Work as a member of internal workgroups with other CodeVA employees on various projects
- Handle version control for all resources, ensuring the most up to date materials are published and accessible for public and faculty use
- Print and order curricular materials for in-person training, track inventory of materials, and manage CodeVA's online content libraries
- Coordinate conference presentations, including managing a calendar of due dates for major conferences CodeVA regularly attends, uploading completed applications, coordinating the slides and materials for presentations, and staffing the CodeVA table at conference events

Job Qualifications

- Bachelor's degree or master's degree in education, computer science, or a related field
- Self-motivated, enthusiastic, and detail-oriented. This position requires someone equipped with a positive attitude and readiness to be a team player
- Proven ability to work independently, meet deadlines and collaborate with individuals both synchronously and asynchronously
- Ability to set and manage deadlines of short-term projects and work with a diverse team of content creators
- Excellent written and verbal communication skills
- Strong knowledge of Google Suite (e.g. sheets, drive, slides, etc.)
- Attention to detail and light copy editing skills
- Ability to balance work from multiple projects
- Knowledge of Virginia State Standards of Learning in subjects K-8 and Computer Science K-12

Preferred Knowledge and Skills

- Knowledge of HTML, CSS and markup languages
- Previous experience with various project management methodologies (e.g., agile/scrum)
- Ability to write and edit curricula on computer science-related topics with knowledge of the Virginia State Standards of Learning (“SOLs”)

Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

Benefits and Salary

Salary: \$40,000 - \$45,000

CodeVA offers a generous benefits package for full-time eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, 12 weeks of fully paid parental leave, as well as generous holiday, sick, and vacation pay.

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an

organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than Friday, December 11, 2020. Please indicate "Content Coordinator Application" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.