

# Part-Time Site Logistics 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) non-profit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing 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. 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.

The Site Logistics Coordinator will work closely with the Eureka Workshop team to ensure the smooth functioning of all children's programs running out of the Roanoke Hub.

The Site Logistics Coordinator position supports all direct children's programs conducted by CodeVA's Eureka Workshop through the Roanoke Hub. The successful candidate is detail-oriented and is capable of handling many projects simultaneously while maintaining a positive attitude. CodeVA's mission is to serve students and educators, so this role requires great interpersonal skills. This person will collaborate with internal staff and external vendors and partners to ensure the delivery of high-quality professional learning sessions. This is a fast paced job that requires superior execution.

## Job Responsibilities

- Availability includes evenings, weekends and summers as needed.
- Maximum number of hours per week - 35, but would average closer to 30 hours per week
- May also serve as an instructor for after school, workshops, and curriculum development as needed
- Coordinate the lifecycle of the year-long classes. This includes collaborating on communicating schedules, ordering supplies
- Assist the Eureka team with logistics revolving around training, faculty and engagement including, but not limited to, creating procedures for guardian/parent pick-ups, lunches and transportation as needed

## External Relationships

- Assist in coordinating in-person training sessions in the Blue Ridge area. This includes communicating with the venue staff and providing logistical information to CodeVA staff and faculty. Additionally, coordinate any catering needs, manage the delivery of materials, and ensure the proper setup and breakdown of class resources on site
- Support CSTA chapters and other community groups working to support computer science education by coordinating the delivery of CodeVA branded merchandise and other resources
- Coordinate communication with external vendors and community groups attending Eureka programs
- Coordinate with Community Partners for class logistics, (example: Roanoke Housing Authority)

## Internal Collaboration

- Coordinate with the Development Team for fundraising opportunities.
- Coordinate with Eureka Community Administrator about current and future partnerships as needed.
- Support CodeVA instructors with various needs during training including but not limited to helping students during the training, parent communication, photograph releases, bio breaks for instructors, material management, troubleshooting simple technical needs to your ability.

## Job Qualifications

- Associates Degree or equivalent experience
- Enjoys solving problems
- Flexible
- Works well under pressure
- Personable and service-minded
- Demonstrated ability to coordinate multiple projects at once
- Demonstrated ability to communicate effectively, both orally and in writing
- Ability to travel across Virginia as needed
- A strong commitment to community service, in particular through public education
- **This position is located in the Roanoke, Virginia area.** We prefer that the position is filled by someone who lives in the area or is able to easily commute to the area weekly

## 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 heavy objects such as: copy paper, signage and materials for events and classes

## Hourly Rate

\$18.00 - \$20.00 per hour

## 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](mailto:HR@codevirginia.org) no later than Friday, May 13, 2022. Please indicate "Site Logistics Coordinator" 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.