



Tribal Community Program Provider

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work to the organization's mission. CodeVA is committed to equitably supporting learners and educators, to building sustainable and collaborative communities, and to employing creativity and problem solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other amazing companies, government agencies, and partners who value the need for a computer science-ready workforce.

The Tribal Community Program Provider is responsible for supporting the collaboration between CodeVA's Eureka Workshop and Virginia Tribal Education Consortium (VTEC), the non-profit Tribal Education Agency (TEA) formed by and representing all seven federally recognized tribes in Virginia. This collaboration is funded under a 5-year grant provided by the US Department of Education Native American Career and Technical Education Program. The Career and Technical Education project supports Native secondary students in exploring and engaging with STEM programs and career options within Career and Technical Education. This role will work directly with the seven federally recognized sovereign tribes of Virginia. VTEC Member Tribes include Chickahominy Indian Tribe, Chickahominy Indian Tribe - Eastern Division (Nations), Monacan Indian Nation, Nansemond Indian Nation, Upper Mattaponi Indian Tribe, and the Pamunkey Indian Tribe, Rappahannock Indian Tribe and Upper Mattaponi Indian Tribe.

This project will be active until September 30, 2026.



Job Responsibilities

- Work with the program partnerships team and serve as liaison between Eureka Workshop and Tribal youth program providers and community leaders from all of Virginia Tribal Education Consortium's 7 member tribes
- Provide support during participant recruitment and programs for the Career and Technical Education Summer Academy and Critter Code summer camps
- Coordinate Eureka instructors and provide on-site support for Spring facilitator training for Tribal youth program providers and community leaders
- Support the Eureka Teen Counselor program by co-leading training, providing administrative and logistical support
- Work with VTEC's CTE Project Director and the program partnerships team to ensure Tribal youth program providers feedback and evaluation data is collected and integrated into iterative curriculum and facilitation guide updates annually
- Support CodeVA IT staff in developing and implementing the process for maintaining and tracking distribution of technology and IT services to Tribal community centers
- Provide updates regarding budget needs; work with the programs team and tribal community leaders to ensure materials and supplies are appropriately allocated and distributed prior to Eureka programs
- Provide administrative support to instructors in the development and delivery of activities such as by providing access to grant materials and resources such as art supplies, hardware, and software as necessary
- Support marketing and recruitment efforts of other Eureka Workshop programs available to Tribal community members and work with Tribal youth program providers to identify and support Native youth to apply to grant program resources such as the Eureka Workshop's paid Teen Counselor program
- Meet regularly with the appropriate team to maintain proactive communication in relation to program opportunities, community feedback, etc.
- Monitor CTE grant deliverables related to Tribal community center programming and report information to appropriate grant personnel
- Support additional areas of the Eureka Workshop as needed through tabling events, etc.



Job Qualifications

Requirements:

- Extensive community programming experience and demonstrate an asset-based approach to community development
- Experience working with Native communities and/or youth
- Possess knowledge about Tribal sovereignty and nation building and how this role can support work already in progress in Virginia Tribal communities
- Be self-motivated, enthusiastic, creative and detail-oriented
- Proficiency with Microsoft Office and Google Suite
- A willingness to travel regularly to all 7 of VTEC's member Tribes
- A strong commitment to community service, in particular through Public Education

Preferred Qualifications:

- Administrative or teaching experience in out-of-school time education programs
- Experience leading or liaising Native youth programs in Tribal communities and/or supporting workforce development in Native communities
- An understanding of research-based best practices for equity and accessibility to engage Virginia Native students in relevant and personal learning experiences

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

\$43,000 - \$46,000 per year

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, 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 April 19, 2024. Please indicate "Tribal Community Program Provider" 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.