

# Careers in Code

## Career Coach - Job Description

**JOB TYPE:** Part time, Remote-first (3-4 hours / week)

**BUSINESS VALUE:** Student Outcomes

**PAID:** Yes

### ABOUT HACK UPSTATE

At Hack Upstate, we work to advance Upstate NY's technology community. In pursuit, we [organize hackathons](#), operate a [coding bootcamp](#), offer web and mobile development classes, facilitate talks and lectures, and ultimately help align upstate tech talent with promising employment opportunities. To date, we've built a growing network comprised of thousands of Upstate NY technologists.

### ABOUT CAREERS IN CODE

**Careers in Code** teaches computer programming to women & minorities to help fight poverty in CNY and provide them with the technical skills they need to obtain internships and full-time software development jobs with local employers after 24 weeks of instruction. You can learn more about Careers in Code [here](#).

### ABOUT THE ROLE

We're looking for motivated individuals to help support our [Careers in Code](#) bootcamp by **ensuring that all of our students are prepared to enter their job search with confidence and competence**. You'll help students with everything involved in the job search process to help prepare them to land an internship or entry-level software development position. This includes (but certainly not limited to): linkedin, building a personal brand, resumes, cover letters, job boards, interviews (behavioral and technical), mock interviews, and negotiating offers. You'll also hold group and individual sessions (i.e. office hours) for our students to help assist them in their job search.

### WHERE / WHEN YOU'LL WORK

This role is a remote-first, part-time role. Ideally, you'll be based in or around Syracuse, NY, to meet with our students on occasion in-person (coffee, lunch, co-works space, etc). However, most of your work will be done remotely via video conferencing (Zoom). You may need to put in hours occasionally on the weekends and after normal work hours given that our class is 5:30pm - 8:30pm and many of our students have full-time jobs during normal working hours (9am-5pm).

### FEEDBACK

This is the first time we're introducing this role. We're constantly looking to improve our program and the feedback from our community has been integral to our success. You must be comfortable to suggest new ideas, questions, comments, or concerns that help improve the quality of the program and you understand that there are always opportunities for improvement. We're always open to experimentation.

*Note that one of our requirements of the program is that students must reside in Central / Upstate NY upon graduation.*

**TO INQUIRE FURTHER PLEASE CONTACT**

Jesse Peplinski ([jesse@hackusptate.com](mailto:jesse@hackusptate.com))

## DUTIES AND RESPONSIBILITIES

- **Ensure students are prepared to enter their job search and career with confidence and competence**
- Ensure overall student success in starting a software career upon graduation of the program
- Provide guidance and assistance with everything related to the job-search process such as, but not limited to: linkedin, building a personal brand, resumes, cover letters, job boards, interviews (behavioral and technical), mock interviews, negotiating offers
- Create job-readiness milestones for all students and ensure students are held accountable
- Attend classes at least once a week to inform students you are available to support them
- Send a note periodically (email, slack) to inform students you are available to support them
- Offer individual coaching sessions with students with best career-readiness practices
- Hold mock interviews with students (both behavioral and technical) in which you assess the readiness of students for the workforce
- Hold office hours with students as needed outside of normal class times (weekends, Fridays, etc.)
- Work with our local partners in determining desirable skills and qualities that may be helpful for our students during their job search
- Track students after graduation in order to determine outcomes and program success
- Check in with each student at least every 2 weeks
- Submit a weekly progress report and hold a weekly meeting with the program manager to discuss the job search and career-readiness of each student
- Streamline and automate processes with systems
- Provide the team with ongoing feedback

## EXTRA AWESOME, IF YOU...

- Have experience as a hiring manager or experience on a recruiting/hr team
- Have a strong background in software development and/or the hiring process
- Have experience using Slack and the Google software suite
- Have experience working with relevant HR and career-search software processes and tools
- Are willing to work with a small team in which you are constantly providing feedback to improve the program
- Have prior experience with coaching experience
- Have prior experience with coding bootcamps or similar programs
- Understand current employer needs in Central and Upstate New York

## APPLY IF...

- You love working with people and you want to make a difference in CNY's economic future
- You write really, really well, and enjoy opportunities to grow as a writer every day
- You take pride in your excellent verbal communication & are energized by interacting with people
- You're remarkably detail oriented; checklists are your friend
- You're strikingly patient and have strong time management and organizational skills
- You collaborate well, and can thrive virtually with a remote-first distributed team
- You can take complex ideas, break them down and relay them as concise pieces of digestible information
- You're excited about developer evangelism and hacker culture
- You love solving challenging problems
- You can capably and successfully maneuver about dynamic and complex social situations
- You know what it takes to build and grow a community
- You thrive when positioned to help people

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- You appreciate and understand the value of listening
- You have empathetic sensibilities, value character, integrity and "doing the right thing"
- You have a profoundly rich appreciation for your time, and invest it in pursuits of which you care deeply

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