



Program Manager Internship (2021 - 2022)

Paid | Remote First | Part-time (Approximately 5-8 hours / week)

Ideal Start Date: Late October or Early November 2021 (flexible)

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](#).

JOB TYPE

This position is to support our third cohort of Careers in Code. You'll join a small team and report to Jesse Peplinski, partner at Hack Upstate. This role is a remote-first, part-time role. You'll typically average 5-8 hours per week and you'll be able to make your own schedule. Ideally, you'll be based in Central or Upstate NY. However, most of your work will be done remotely.

FEEDBACK

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.

To Inquire Further Contact

Jesse Peplinski, Partner at Hack Upstate, jesse@hackupstate.com

DUTIES AND RESPONSIBILITIES

- Help support the day to day operations of our Careers in Code bootcamp and Hack Upstate initiatives
- Monitor and manage timelines
- Create documentation for tools, systems, and processes
- Answer questions that prospective students have about the program
- Help to promote and market the program through our channels (email newsletter, social media, blog posts, etc)
- Help to update and maintain our websites (i.e. hackupstate.com and careersincode.org)
- Help to interview students during the admissions process
- Help facilitate the opening and closing ceremonies for the program
- Hold a weekly meeting with the program manager
- Streamline and automate processes with systems
- Provide the team with ongoing feedback

EXTRA AWESOME, IF YOU...

- Have experience working in an operations role
- Have leadership experience organizing events
- Have a background in software development
- Have experience using Trello, Slack and the Google software suite (i.e. Docs, Sheets, Slides)
- Have experience working with Angular or Gatsby
- Are willing to work with a small team in which you are constantly providing feedback to improve the program
- Have prior experience with coding bootcamps, code schools, or similar programs

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
- 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

To Inquire Further Contact

Jesse Peplinski, Partner at Hack Upstate, jesse@hackupstate.com