

The Coding Foundation Positions Descriptions

Marketing Ambassador/Intern

Responsibilities:

- Create content (posts, videos, etc.) for Social Media platforms regularly
- Curate a marketing plan to expand The Coding Foundation socials and organization
- Contacting organizations
- Respond actively on Discord

Requirements:

- Experience with graphic design (Canva, Adobe, etc.) is preferred
 - Self-motivated team player who consistently looks for ways to expand organization's impact
 - Can contribute 3-4 hours per week to the position
 - Strong communication, and networking skills
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Finance/Legal Coordinator

Responsibilities:

- Manages funds
- Apply for grant applications/funding opportunities
- Processes purchase requests for subscription software
- Respond actively on Discord

Requirements:

- Perform tasks in a timely manner and regularly meet deadlines
 - Passionate about finances and willingly to contribute efficiently to the organization
 - Can contribute 3-4 hours per week to the position
 - Strong work ethic, organization, and time-management skills
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Curriculum Development

Responsibilities:

- Experience in computer programming (Java, Python, etc.)
- Passionate team player who is dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Perform tasks in a timely manner and regularly meet deadlines
 - Willing to commit 2-3 hours per week
 - Strong time management skills and knowledge in computer programming
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Mentoring

Responsibilities:

- Communicates effectively with students
- Experience in programming (Java, Python, etc.)
- Self-motivated team player who is invested in teaching others about computer programming
- Responds actively on Discord

Requirements:

- Regularly schedules meetings with the students
 - Perform tasks in a timely manner and consistently meet deadlines
 - Strong communication, public speaking, and time management skills
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Human Resources

Responsibilities:

- Aiding in the application process (including reviewing applications, conducting interviews, and sending personalized feedback)
- Assisting with the hiring of interns and outreaching for new initiatives (mentors, ambassadors, etc.)
- Passionate team player who is dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Perform tasks in a timely manner and regularly meet deadlines
 - Willing to commit 3-4 hours per week
 - Strong interpersonal skills, and time management abilities
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Operations

Responsibilities:

- Plays an active role in managing various projects to maintain the structure of the organization
- Assists in the class scheduling and internal operations of TCF
- Passionate team player who is dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Perform tasks in a timely manner and regularly meet deadlines
 - Willing to commit 4-5 hours per week
 - Strong time management, interpersonal, and communication skills
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Web Development

Responsibilities:

- Experience with web technologies (Proficiency in one language is enough)
 - Frontend Framework (React.js & Vue.js)
 - Backend Framework (Express.js, Flask, Django, etc.)
 - HTML, CSS, and Vanilla Javascript
- Passionate team player who is dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Perform tasks in a timely manner and regularly meet deadlines
- Willing to commit 4-5 hours per week
- Strong knowledge in computer programming, and time management skill

Public Relations

Responsibilities:

- Drafting emails for the advertisement of new events, initiatives, etc.
- Reaching out to news channels, potential students, and business professionals to spread The Coding Foundation's brand
- Brainstorming and implementing new initiatives to increase consumer base
- Passionate writer and communicator dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Experience in curating professional emails to local newspapers, and business professionals, as well as producing content that advertises and educates about events and initiatives
 - Perform tasks in a timely manner and regularly meet deadlines
 - Willingly to commit 4-5 hours per week
 - Strong persuasive writing, communication, and time management skills
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Discord Moderators

Responsibilities:

- Managing the backend of discord channels including but not limited to setting up roles, creating and managing channels, and setting up appropriate permissions for users
- Addressing any rule violation such as the use of derogatory language, spam, etc.
- Brainstorming and implementing new initiatives to increase consumer base on discord
- Passionate individuals dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Experience in implementing discord bots, programming, and the internal workings of discord
- Perform tasks in a timely manner and regularly meet deadlines
- Willingly to commit 4-5 hours per week
- Strong programming, time management and knowledge of discord

Graphic Illustrators

Responsibilities:

- Working closely with the marketing team to create relevant posts
- Creating promotional material for upcoming events on various social media platforms (Instagram, Facebook, LinkedIn)
- Responds actively on Discord

Requirements:

- Should have previous experience in design programs such as Canva, Adobe Illustrator, etc.
 - Perform tasks in a timely manner and regularly meet deadlines
 - Willingly to commit 4-5 hours per week
 - Good time management to keep up-to-date with weekly tasks and posts, so we have a continuous stream of content
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Program Coordinators

Responsibilities:

- Overseeing the logistics of hosting various programs for The Coding Foundation including but not limited to guest speakers, partnership events, etc.
- Brainstorming and implementing new events for the expansion of TCF
- Responsible for streamlining the sign up process, curating confirmation emails and creating the backend of event
- Passionate individuals dedicated to enhancing the organization's impact
- Responds actively on Discord

Requirements:

- Experience in multitasking, persuasive writing, and hosting events
- Perform tasks in a timely manner and regularly meet deadlines
- Willingly to commit 4-5 hours per week
- Strong communication, time management, and interpersonal skills