LaunchCode:

**Candidate Engagement Manager**

# LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology. Since 2013, we’ve launched over 2,300 careers across the nation and have provided free, skills-based training to over 8,000 driven individuals. Check out our most recent impact report [here](https://www.launchcode.org/impact/2020).

Candidate Engagement Manager

We’re looking for a self-motivated Candidate Engagement Manager to help us expand tech greatness in the Saint Louis area.

The Candidate Engagement Manager (CEM) serves to discover, train and employ emerging technologists and is the central to the service LaunchCode offers. You will be LaunchCode's first point of contact for the general public and for the people we serve. It will be up to you to help the community understand the benefits of our training and job placement services. You'll use your organizational skills & tech knowledge to manage the delivery of our free education programs, and apply your interview skills to assess candidates' technical knowledge and coach candidates’ career readiness from code newbie to job ready.

Essential Functions

**Education Program Implementation**

* Be the operational lead for the day-to-day management of tech education programs - hiring, training, and managing contracted course staff, recruiting students, and coordinating student support for a training cohort of nearly 150 students.
* Provide the Education team with feedback from learners, course staff and clients to help improve and strengthen curriculum.
* Develop and share best practices with team members to continually improve the quality, effectiveness, and efficiency of our processes.
* Provide periodic reports on the progress of learners to internal and external stakeholders.
* Take on special projects geared toward continuous improvement in the quality, effectiveness, and efficiency of program operations for the LaunchCode community .

**Candidate Pipeline Program Implementation**

* Give useful constructive feedback to candidates, connect them to resources, and mentor them in their career readiness.
* Interview potential candidates to assess skill level and identify their fit for different training and job opportunities.
* Work with the Company Relations Team to identify good matches between jobs and candidates.
* Take on special projects geared toward continuous improvement in the quality, effectiveness, and efficiency of skill development opportunities for the LaunchCode community .

**Community Engagement**

* Be a library of information for individuals who have questions about applying to LaunchCode.
* Plan and host events designed to let the community know about LaunchCode programs and services.
* Represent LaunchCode at community and stakeholder events.
* Take on special projects geared toward continuous improvement in the quality, effectiveness, and efficiency of accessible programming opportunities for the LaunchCode community .

Qualifications

* Coordinate multi-faceted education program implementations (e.g. hiring staff, securing space, coordinating with internal and external stakeholders on student recruitment)
* Strong interpersonal and communication skills with a high level of empathy for candidates
* Knowledge of modern software development tools, best practices, and trends in the tech industry
* Skilled at managing and prioritizing multiple projects or buckets of work
* Ability to collect and interpret data and adapt program delivery in response to data insights.
* Must be comfortable coaching, giving feedback, and identifying areas for growth with adult learners
* Bonus points for formal or informal tech career or project experience
* Bonus points for tech bootcamp or certificate completion

What it’s like to work at LaunchCode

Are you a person who's always listening for connections? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? If so, then you've come to the right place.

**You’re part of changing lives and changing the face of the tech industry -** Traditionally, education and jobs in technology haven’t been widely accessible to many demographics and populations. Of LaunchCode students enrolled in courses so far in 2021, 52% identify as people of color and 57% identify as women. More than 80% of LaunchCoders placed into paid apprenticeships in 2021 have been offered a permanent position, where the average LaunchCoder more than doubles their previous salary.

**You’ll pull together with your teammates to grow the organization’s reach, our outcomes, and our sustainability.** LaunchCode has a life-changing, career-making model. Our goal is to put it to use for as many people and companies as we can. Whether by reaching more learners, building more employer partnerships or securing more resources to support our programs, our people realize that growth and innovation are central to maximizing our impact in the world.

**You’ll be part of a company that values diversity, equity, and inclusion among our staff, students, and board** - In 2019 and 2020, the St Louis Women’s Foundation named LaunchCode as an honoree in its [employment scorecard initiative](http://www.wfstl.org/women-in-the-workplace-initiative) for demonstrating a strong commitment to women in the workplace. [Forbes](https://www.forbes.com/americas-best-startup-employers/#31f0e2206527) also named us one of 2020’s best startup employers in the U.S. But beyond external recognition, we believe deeply in Black Lives Matter, celebrating [Pride](https://www.meetup.com/codewithpride/) all year round, and uplifting [women in tech](https://www.launchcode.org/codergirl).

**You’ll be immersed in a culture based on shared values** - We love to laugh, compete for the best GIF game on Slack, and show off our pets. We also share these values: collaboration, trust, appreciation, and being kind.

# We Heart Diversity

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.

Position Type

Exempt — 40 hours per week

Benefits of full-time roles at LaunchCode:

* **Competitive salary** - This will be a salaried position in the range of 55K.
* **Medical, Dental, Vision, and Life Insurance** - We offer competitive healthcare (including access to an HSA), dental, and vision plans, with employer premium contributions, and an optional life insurance plan.
* **401K** - We offer an employer match to a 401(k) plan up to 6% with immediate vesting.
* **Personal Time Off** - All full-time employees get 20 Personal Time Off days per calendar year and 10 company holidays.
* **Remote work** - We recognize that the best work environment differs from person to person, and offer remote work options.
* **Flexible work schedule** - Everyone has different schedules and responsibilities. We encourage you to be “online” when you work best, as long as you are available for team meetings and can communicate effectively with your coworkers.
* **Computer** - LaunchCode provides a laptop reimbursement for all new employees.
* **Professional development** - Internal and external opportunities are budgeted for each employee’s continued career growth each year.
* **Paid family leave** - Employees who have been with LaunchCode for at least 6 months are eligible for a family leave plan of up to 3 weeks paid and 3 weeks unpaid. Employees who have been with LaunchCode for at least 1 year are eligible for a family leave plan of up to 6 weeks paid and 6 weeks unpaid. Family leave is offered to all eligible employees, regardless of gender.

To Apply

* Apply online by filling out the form above. No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.

If we can make any accommodations for you at any point during the hiring process (applying online, interviewing, on-boarding), please contact hr@launchcode.org. We are happy to provide any information or resources that will make this process accessible.