Digital Content & Online Community Coordinator

Are you looking for an impactful, mission-driven career? Are you passionate about the rights of women and other underrepresented groups? Do you have a knack for communication, organization, and leveraging social media? This just might be the role for you!

*Rewriting the Code* (RTC) is a nonprofit organization focused on empowering college and early career women to be the next generation of tech leaders. RTC has created a fast-growing, global community of over 14,000 awesome women who are supported in their professional and personal growth through community, educational programming, and connections with RTC’s company partners.

Team RTC is seeking a Digital Content & Online Community Coordinator to support our growing community! Qualified candidates will be highly motivated, organized, and expert communicators with a passion for mission-driven work that benefits women. This is an exciting full-time exempt role that reports directly to the VP of Community Programs. The position is remote with opportunity for some in-person work in either Atlanta GA, or Durham NC.

**The Role:**
The key responsibilities of the Digital Content & Online Community Coordinator will include:

- **Engaging with our community members through management of our Facebook group, community member applications, and building relationships with community members;**
- **Managing community newsletters and other email communication via Hubspot;**
- **Leveraging RTC social media accounts to publicize RTC programming and explore how new social media platforms and features can be used for furthering promotion;**
- **Scheduling RTC Rise educational programs and assisting with engagement strategies, implementation, and tracking;**
- **Hosting RTC Rise webinars, making speaker introductions and managing audience Q&A;**
- **Performing other duties as required to support the work of the organization as a whole.**

**Our Ideal Candidate Is...**

- an exceptional communicator;
- organized with sharp attention to detail;
- able to set goals and develop achievable timelines to complete them;
- able to pick up new technologies quickly;
- a self-starter with the confidence to move projects forward independently;
- resourceful when it comes to figuring things out and making them happen;
- able to flex traditional work hours to accommodate some after-hour engagements.

**They Have Experience...**

- working with college students or early career professionals;
- using social media to build excitement and engagement;
- using Hubspot, Zoom, ClickUp, and Google Suite products;
• managing calendars;
• working on a small, fast-moving team.

They Will Receive…
• An annual salary of $50,000 less applicable taxes and withholdings.
• Fifteen days of paid time off for vacation, sick time, or any other reason, with prior manager approval. One extra day provided for each year of service up to 8 years.
• Reimbursement of Health Insurance Premiums + Medical Expenses up to $437.50 per month.
• Contribution of 3% of by Rewriting the Code to a Simple IRA, a tax-deferred retirement savings plan for employees. Contributions are deducted from the employee’s check before taxes are calculated.

Are We Looking for You?
If you’ve read through this description and find yourself excited about this role and RTC, please apply! We will begin interviewing potential candidates on a rolling basis so we highly recommend applying as soon as possible. Email Jade Barricelli jbarricelli@rewritingthecode.org with the following information:
• A few paragraphs (no more than four) on what interests you most about this opportunity and why you are a great fit for this role.
• Your resume.
• Use ‘Newest RTC Team Member’ as your email subject line (so we know you are paying attention).

Rewriting the Code (RTC) is an equal opportunity employer committed to diversity in all of its forms — on our team, in our partnership base, and within our community. More specifically, we honor, value and respect all types of diversity including, but not limited to, ethnicity, race, gender, sexual orientation, gender identity, age, religion, and ability. We know that a diverse and inclusive workplace makes our business stronger.

In accordance with the American Disabilities Act, RTC will provide reasonable accommodations with the application process upon your request. If you have a disability and require assistance in this application process, please email jbarricelli@rewritingthecode.org for assistance.