

Employer Engagement Coordinator CanCode Communities

[CanCode Communities](#) works to build a more inclusive and vibrant tech talent pipeline and tech sector workforce in New York, Massachusetts and beyond by engaging with often overlooked communities to provide technology training in digital literacy and software skills. We work to shift the mindset about who can work in technology and to create open access to pathways to joining the tech economy.

We seek an Employer Engagement Coordinator who is passionate about creating inclusive and equitable opportunities for individuals to access technology training and develop their digital skills. The ideal candidate should be dedicated to engaging with underrepresented communities, building relationships with program alumni, and promoting the benefits of joining the tech economy. Candidates should also be able to effectively communicate the mission and impact of CanCode Communities to a diverse range of stakeholders, including program participants, community partners, and potential funders.

Goals and Duties of The Position

The VISTA, serving as the Employer Engagement Coordinator, will work to improve operational capacity, formalize organizational processes for student engagement from recruitment through alumni engagement, and further analyze program data to support the delivery of CanCode programs.

The VISTA will build the capacity of CanCode Communities through the following activities:

- **Alumni Engagement:** Create and implement engagement strategies, including regular communication channels and networking opportunities.
- **Partnership Development:** Research and identify new community partners and stakeholders to support program expansion; maintain relationships with schools and organizations to support recruitment and program delivery.
- **Data & Strategy:** Analyze program data to inform decision-making, programmatic improvements, and identify trends for growth.
- **Outreach:** Develop recruitment strategies to reach underrepresented communities and promote program participation.

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- **Logistics:** Coordinate logistics for program events, including orientations, training sessions, and community engagement activities.
- **Resource Creation:** Develop and maintain program manuals, training materials, and evaluation tools.
- **Volunteer Systems:** Coordinate the recruitment, training, and supervision of program volunteers and interns.
- **Program Planning:** Contribute to ongoing program planning and development efforts.

Minimum Qualifications

Candidates must:

- be 18 years of age or older
- have an Associates level education or higher
- have a growth mindset
- be a US citizen or have permanent resident status
- have the ability to pass any required volunteer or pre-employment background checks

Living Allowance:

VISTAs earn a living allowance for their service. VISTAs earn a living allowance for their service. The current annual living allowance in our county is \$24,962, which is \$957.46 on a bi-weekly basis.

Benefits:

- Opportunity to take CanCode courses free of charge
- Supportive cohort of peers
- 10 free meals a week at Siena University's dining hall
- 10 paid personal and 10 paid sick days
- \$7,395 Segal AmeriCorps Education Award upon successful completion of full service term
- \$500 housing stipend available at the halfway point of the service year
- Loan deferment for qualified student loans
- Access to Siena's Gym, Library, and Career and Internship Center
- CDTA bus pass
- Monthly team building days
- Mentorship and professional development opportunities
- Professional development stipend
- Non-competitive eligibility for federal employment

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Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Join the ACE VISTA Network!

We are currently recruiting for 21 high-impact positions across the Capital Region.

How to Apply:

- **Direct Link:** [Click Here to Apply](#) OR
- **Visit the [My AmeriCorps Portal](#)**
 - Click “**Search Listings**”
 - Search for keyword “**ACE**”

Connect With Us:

- **Visit Our Website:** [Siena University AmeriCorps VISTA](#)
- **Follow Us on Instagram:** [@sienavistas](#)

Contact **Erin Spence** at espence@siena.edu with any questions.

At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.