

AllStarCode*

All Star Code All Star Code creates economic opportunities by equipping youth from communities with limited investment in workforce development with the skills, networks, and confidence to succeed in the tech industry.

2026 Virtual Summer Intensive, Summer Intensive Coordinator

The Opportunity

All Star Code is seeking a highly organized, detail-oriented Summer Intensive Coordinator for our flagship Virtual Summer Intensive Program. Our 6-week Virtual Summer Intensive Program (July 6th - Aug 14th, 2026) offers a uniquely transformative experience for our students and instructional staff, sponsored by top tech and finance companies. Our curriculum is designed to inspire, educate, and equip high school young men of color with the skills, entrepreneurial mindset, and networks to pursue academics and careers in a technological world. The Summer Intensive Coordinator is responsible for executing program logistics and support for four of our Summer Intensive Program cohorts.

Qualifications

- Candidates must have a BA or BS in Communications, Liberal Arts, or Education, or equivalent work experience may be acceptable
- Candidates should have professional experience in teaching and project management
- Candidates must have professional working proficiency in Google Workspace (Gmail, Google Calendar, Google Docs, Google Drive, Google Sheets, and Google Slides) and Zoom
- Candidates must have basic knowledge of data management and basic experience with Learning Management Systems
- Candidates must commit to a full six-week summer program schedule from July to August
- Candidates must commit to instructional training (known as Professional Development) prior to the program's start date. Instructors are paid for completing the instructional training
- Candidates must have the ability to engage with a variety of program stakeholders from corporate partners, funders / VIPs, press/media, parents, community leaders, and/or technology executives

- Candidates must demonstrate poise, professionalism, and exceptional communication skills (written and verbal). It is critically important that instructors model timeliness and dependability in attendance throughout the program, including sessions prior to program start, during the program, and post-program reporting requirements
- Candidates must model and embody All Star Code's core pillars: **Dare Greatly, Celebrate Failure, and Tell Your Story**; as a coordinator, they must be coachable and model a growth mindset

Responsibilities

- Serve as the main point of contact and operations lead for four Summer Intensive Program cohorts of ~35 students (150 students total)
- Participate in Professional Development series prior to the start of the Summer Intensive
- Create and deliver weekly lessons using All Star Code's core skill curriculum (i.e. networking, career mapping, etc)
- Partner with your instructional team on managing logistics for four cohorts (150 students total), including technology issues, virtual classroom announcements, team building activities, and ad hoc duties as requested
- Manage student data, including attendance, schedules, attrition, survey distribution and collection, and performance evaluations
- Draft and distribute weekly newsletters known as *The Code of the Week*
- Facilitate volunteer engagement and maintain a positive relationship with our corporate partner liaison(s) and program volunteers
- Discover and document compelling stories and session screenshots from All Star Code's students and supporters for development and marketing purposes
- Communicate on an ongoing basis with key stakeholders, including your instructional team, parents, and corporate partners to keep them engaged and apprised of events, and help resolve issues as they arise
- Facilitate planning and delivery of Student Orientation (at the start of the Summer Intensive) and Demo Day (at the end)
- Attend weekly meetings with the Director of Workforce and Programs
- Model All Star Code's mission and three pillars to students and instructors: *Dare Greatly. Celebrate Failure. Tell Your Story.*

Commitments

The Summer Intensive Coordinator is expected to attend the following:

- **Professional Development Training** (June 22nd - June 26th, 2026): Up to 35 hours, which includes the evening of June 25th, 2026, for Student Orientation
- **Summer Intensive Program** (July 6th - August 14th, 2026): Up to 35 hours per week, from 9am to 5pm daily. Candidates must be available for the evening of Demo Day (August 13th, 2026) to support this milestone event.

- Important: For a Summer Intensive Coordinator with school obligations, you MUST inform us of any scheduling conflicts PRIOR to being hired

Compensation

Our Summer Intensive Coordinator (full-time, seasonal position) is offered at \$18 per hour. Perks include extended professional development training, access to our All Star Code community, and the opportunity to impact the next generation of diverse technology leaders!

All Star Code is an equal-opportunity employer and welcomes candidates from diverse backgrounds.