



## ***Program Coordinator | Job Description***

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### **About Scratch**

Scratch is a creative programming language and the world's largest online coding community for children and teens. Children around the world use Scratch and ScratchJr to create their own interactive games, stories, and animations – and share their creations with one another. In the process, they learn to think creatively, reason systematically, and work collaboratively. In 2022, more than 33+ million young people around the world created projects with Scratch.

### **The Scratch Foundation**

Since its creation at the MIT Media Lab in 2007, Scratch use has grown dramatically. More than 120,000,000 people from every country in the world have created more than a half a billion Scratch projects. At the Scratch Foundation, we're responding to this growth by focusing on four strategic priorities: diversifying revenue sources; maintaining a high quality experience for our existing users; re-engineering the platform; and amplifying our impact through our programmatic and research work.

### **Position Overview**

The Program Coordinator is an essential role to help the Scratch Foundation's Programs Team maximize their efficiency and impact. The Program Coordinator will be responsible for supporting the development and implementation of the team's events, programmatic activities, communication with program participants and partners, as well as administrative tasks. The ideal candidate for this role is detail oriented, possesses the ability to work autonomously and as a team member, can manage detailed projects and schedules, and can communicate effectively with a broad range of audiences. This position reports to the Head of Programs.

### **Responsibilities**

- Provide administrative support including Programs email inbox management, supporting program grantmaking processes, preparing presentations, managing the data entry of program participant and partner information and attendance to events (Smartsheet), and maintaining the organization of the team's Google Drive documentation
- Provide coordination support for events, including Scratch Conference and Scratch Day, virtual and in-person workshops, and team travel. This includes, but is not limited to, managing public registration of events, responding and redirecting audience questions and inquiries, requesting additional information from external event facilitators, as needed, and attending in-person events to assist with day-of duties.
- Provide project management support in the form of data-input in Google Sheets and Smartsheet and project tracking for Programs-specific work and cross-team projects with

other Scratch teams, including but not limited to the SEC application process and learning resource deployment.

- Collaborate with Programs team members to organize and facilitate the Scratch Education Collaborative (SEC) application review process for the Programs Team. This includes downloading and organizing applications, scheduling time for individual and partner reviews, responding to applicant questions, tracking applicant responses, scheduling finalist interviews, and supporting applicant notifications
- Support communication with Scratch Education Collaborative participants and partners, including the creation and dissemination of a bi-monthly newsletter for the Scratch Education Collaborative and weekly communication in the Slack Hub
- Manage the creation and dissemination of participation certificates for events and programs
- Attend weekly Programs meetings and events, as needed
- Other duties as assigned by the Head of Programs, including possible travel up to 10% of the year

### **Qualifications**

- Bachelor's degree in education or related field preferred
- Minimum of 4 years of administrative work experience, including organizing and planning events (in-person and virtual) and communicating with external stakeholders
- Direct experience working with educators, non-profit organizations, outreach and engagement, and access and inclusion efforts for diverse populations

This position pays between \$55,000-65,000 and is a remote position that is based in Boston or New York City. Given that most of the Scratch Education Collaborative Team and Participant Organizations are based across the world, some non-traditional hours for early or late night calls are expected of this role. It is a one-year term position for 2024 with the potential for renewal in 2025.

To apply, please submit your resume/CV and a cover letter to [hr@scratch.mit.edu](mailto:hr@scratch.mit.edu). Resume review will begin February 1, 2024.

*The Scratch Foundation is an equal opportunity employer. Scratch welcomes people of all ages, races, ethnicities, religions, abilities, sexual orientations, and gender identities. We especially encourage historically marginalized identities to apply.*