

PROGRAMS MANAGER

Lesbians Who Tech seeks a Programs Manager to serve a dynamic, critically important and multifaceted role both internally and externally facing and overseeing the coordination and administration of all existing and new programs across the Lesbians Who Tech portfolio of organizations.

PROGRAMS TO MANAGE:

Across the Lesbians Who Tech portfolio of organization's current programs include -Edie Windsor Coding Scholarship, Bring a Lesbian to Work Day, Annual Washington, D.C. LGBTQ Tech Summit and Lesbians Who Tech Local Chapters. Responsibilities will include planning, organizing, staffing and controlling existing programs and creating and managing new programs across the Lesbians Who Tech portfolio of organizations.

CAN YOU DO THIS?

Programs manager will be required to travel occasionally (approx 20% of time), will handle all external partners, community collaborations and vendor relationships as they relate to Lesbians Who Tech Programs and may be asked to represent Lesbians who Tech or any of its portfolio organizations at our events and partner and sponsor events as well.

ARE YOU THIS PERSON?

The ideal candidate will be a civic-minded individual, who has a commitment to diversity, recruitment and economic opportunity for all. A person with 2-4 years of professional experience, including demonstrated project management success; creating and executing programmatic work plans and direct management of timelines and budget. In addition, experience interacting effectively with individuals across different sectors and from diverse professional backgrounds and the ability to organize and support the facilitation of programmatic coalitions and partnerships. This position is made for a real go-getter, who is ready to roll up their sleeves as part of a lean and mighty team. Characteristics that describe this individual are a leader who is highly organized, motivated, detail- oriented, and a self-starter, who can handle multiple projects at once, and has an analytical mindset with great problem solving abilities. Previous experience in tech, start-ups, or campaign work a plus.

LOCATION, LOCATION, LOCATION

This position will work remotely but desirable locations include San Francisco, CA, Atlanta, GA, Washington, D.C. or New York City.



25,000+ Community of LGBTQ Women in Tech

Two fun facts: Lesbians Who Tech is the largest LGBTQ Tech community in the world and the only organization in the world that is 100% focused on providing value to LGBTQ women.

TECH JOBS TOUR

1 Year. 50 Cities. 100,000 Jobs.

The Tour is partnering with TechHire, Obama's tech jobs program and advisor Megan Smith, 3rd CTO, United States to connect diverse and non-traditional talent to over 500,000 open tech jobs.



Helping companies build their best team

The include.io product is a recruiting and retention platform that uses mini-mentoring sessions to validate diverse and non-traditional technical talent, allowing you to be intentional about inclusion and scale access to the direct referrals that matter most, your current employees.

Learn More + Apply Today: lesbianswhotech.org/join-our-team/