Computer Science Education Intern - Part-Time

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work with the organization's mission. CodeVA is committed to supporting learners and educators, building sustainable and collaborative communities, and employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other companies, government agencies, and partners who value the need for a computer science-ready workforce.

This is a 120-hour, short-term contract position where the intern will engage computer science education nonprofits through two distinct projects. The projects are as follows:

- The instruction of elders of a federally recognized tribe in digital literacy tasks one day a week for 8-9 consecutive weeks. The digital skills included in the instruction are: Gmail, web browsing, personal safety online, Google Docs, and basic Internet usage. The intern will co-plan and co-teach with another facilitator and/or full-time staff of CodeVA.
- Support of CodeVA's database management efforts through working closely with staff to ensure efficient and accurate data handling. Key tasks will involve creating a login mechanism and integrating it with Hubspot's API for enhanced functionality. The intern will assist in enhancing CodeVA's Hubspot CRM by supporting the development of custom objects and the integration of a learning management system.

Note: The Digital Literacy Program is an **in-person, on-site** position (Charles City, VA) with virtual collaboration. You will work 5 hours in-person per week and must provide your own transportation. The Database management system work will be done remotely.

Job Responsibilities

Digital Literacy Program
- Facilitate CodeVA digital literacy sessions, with an emphasis on cultural relevance and personal safety online

- Create a supportive, responsive learning environment where all participants feel respected and heard by using diverse strategies to encourage active participation. Foster collaboration while valuing the social and cultural diversity of adult learners
- Collaborate with other facilitators and CodeVA staff to deliver high-quality professional learning sessions responsive to each learner's unique needs. Adjust session pacing, agendas, and learning activities with a co-facilitator to respond to these needs
- Communicate regularly with professional learning session attendees about logistics and content. Respond to participant communication in a timely manner, offering support and guidance as needed

Database Management
- Create and manage user logins and integrate them with HubSpot's API to enable secure data access and automation
- Assist with organizing, cleaning, and updating data within the HubSpot database to ensure accuracy and integrity
- Develop basic programs and workflows in HubSpot (potentially leveraging the API) to automate tasks and improve efficiency
- Work professionally with CodeVA staff, maintain strict confidentiality of all data, and contribute to team database goals
- Demonstrate a willingness to learn database management, API integration, and programming skills, seeking guidance and contributing to process improvements

Job Qualifications

- Rising junior or senior year of college
- A strong commitment to community service, especially in education-focused or non-profit settings
- Cultural sensitivity and the ability to engage respectfully and effectively with diverse populations, including elders of a federally recognized tribe
- Experience with or interest in digital literacy instruction; especially with adult learners
- Basic proficiency in programming (preferably Python; additional languages a plus)
- Familiarity with or willingness to learn database management and CRM systems (e.g. HubSpot)
- Strong problem-solving skills and attention to detail
- Clear written and verbal communication skills
- Ability to work independently and collaboratively with peers and staff
- Reliable transportation to Charles City, VA for in-person sessions

Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

Hourly Rate

$27.40 per hour

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than Monday, April 28, 2025. Please indicate "Computer Science Intern" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.