



YOUTH DRIVING LEARNING

About GripTape

GripTape offers a radically different learning experience for young people. We challenge the notion that learning must be adult-engineered and guided, and instead create opportunities for young people to follow their passions — as inventors, designers, and producers. Through our signature program, the [GripTape Learning Challenge](#), we work with underserved high school-aged youth (15–19 years old) to provide resources that enable them to actively construct their paths for success.

We envision a future in which youth-driven learning is a powerful force, playing a greater role for young people than that of formal learning environments — a world where all young people have the opportunity to pursue their own interests; demonstrate their confidence and competence by seizing their own learning; and demand and are afforded respect for their own learning pursuits.

GripTape is a young, entrepreneurial organization driven to expand youth-led learning to thousands of young people in the coming years. The Community Manager will join a small, nimble team as our fourth hire, working alongside the CEO and COO to develop systems that enable us to quickly scale our youth programs and adult volunteer communities. You will be at the forefront of transformational education change to ensure that young people from all backgrounds are equipped with the resources, skills, and mindsets to lead rewarding, fulfilling lives in this rapidly changing, knowledge economy.

Learn more about how we serve young people [here](#) and what our research shows [here](#).

GripTape Community Manager

Position Overview

GripTape is seeking a dynamic, creative, entrepreneurial Community Manager who possesses a systems-orientation to grow and manage two principal focus areas: our volunteer community and youth “Challengers” community. You will collaborate with the CEO and COO to design and implement scalable, efficient, economical outreach and community engagement initiatives that expand and sustain our volunteer base and support our current and former Challengers.

Who You Are

- Experienced in volunteer recruitment and community development and engagement
- Skilled at using data to understand community composition, needs, and trends
- A growth-oriented, systems thinker who sweats the details, makes connections at every turn, and constantly drives towards efficiency
- Passionate about youth-driven learning and leadership, and hungry to be at the forefront of educational change
- A collaborative professional with strong organization and project management skills to oversee multiple highly detailed projects, priorities, and timelines
- A solutions-oriented implementer, eager to tackle whatever challenges come your way
- A versatile, flexible team member with a “can-do” attitude who can shift quickly and effectively on a small, fast-paced entrepreneurial team
- Equally at ease engaging with youth and adults from diverse backgrounds, and able to build relationships across varied levels of seniority and types of organizations
- Capable of actively listening and embracing feedback as an opportunity for professional growth and improvement
- Creative, empathetic, and highly productive

What You Will Do

Specific activities will vary week to week and evolve dynamically as befits a thriving startup, but core responsibilities include:

Volunteer Community Responsibilities

- Create and execute innovative volunteer recruitment, engagement, and retention strategies to ensure a growing pipeline of high-quality, well-prepared volunteers who reflect the diversity of youth we serve
- Manage communications and follow-up with prospective partner organizations and individuals to ensure an exemplary recruitment and volunteer experience
- Maintain accurate, up-to-date records as well as collect and analyze data to assess and report on the success of existing recruitment efforts and inform future strategies
- Develop, support, and/or lead volunteer info sessions, screenings, and trainings
- Design, drive, and evaluate volunteer community engagement to ensure model fidelity, volunteer retention, and sustainable growth management efforts
- Perform other duties as needed to meet volunteer recruitment and engagement efforts

Youth Community and Leadership Responsibilities

- Contribute to the strategic vision of GripTape in partnership with the CEO/COO and Youth Leadership Board
- Help to recruit, evaluate, and support youth for our signature program, the GripTape Learning Challenge
- Manage program processes to successfully serve GripTape “Challengers,” from application through alumni engagement
- Utilize data systems to ensure consistent tracking, reporting, and processes

- Contribute to systems improvements to provide effective program delivery and continue scaling our youth community
- Communicate promptly and effectively with diverse audiences, including youth, parents, partner organizations, and other stakeholders
- Manage a small team of Youth Leaders to execute specific workstreams

Tools We Use:

- Airtable
- Zapier
- HelloSign
- MailChimp
- SurveyMonkey
- Google Suite
- Microsoft Suite
- Slack
- Asana

Location & Schedule: New York City preferred, but will consider other locations. Flexible schedule with occasional evening and weekend work required. Periodic travel throughout the year.

Salary: Full-time competitive salary commensurate with experience and excellent benefits package.

The Community Manager is a full-time, exempt position. If interested, please forward a thoughtful cover letter and resume to Human Resources at recruiting@americaachieves.org.

GripTape is a member of the America Achieves accelerator. Since its inception in 2010, America Achieves has set out to identify, launch, evaluate, and scale promising initiatives in an effort to bring about change that will move our country well beyond the status quo in education and workforce development.

America Achieves is an equal opportunity employer and actively encourages a diverse candidate pool to apply for positions within our organization.