Career Development Manager

Do you have a passion for inspiring others to action in pursuit of their goals? We're hiring a Career Development Manager to help us prepare and empower our bootcamp students during their job search. While our instruction team gives our students the technical knowledge and experience students' need for their first job in tech, our career development team gives our students the tools and experience they need to land that first tech job.

We strongly encourage candidates of all different backgrounds and identities to apply. Each new hire is an opportunity for us to bring in new perspectives and experiences. Just as we are committed to helping improve the diversity of the Nashville tech talent pool, we are eager to further diversify our team.

About the Job...
In 2019, our career development team helped over 300 students prepare for their first job search in tech while refining and enhancing our existing career development program. As we continue to grow, we are scaling up this team to better support our students and graduates.

As a leader and member of the Career Development team, you will prepare and guide students from their first resume to their first job offer in tech and everything in between.

The Career Development Manager is responsible for the following (NSS operations, events, and classes are currently being held online):
- Guide the Career Development team in the creation of individual goals and provide feedback/direction to the team on a regular basis.
- Set and execute on goals for Career Development and lead the team in planning and continuous improvement of our processes.
- Continuously looking for creative ways to improve our processes, content, and support for students.
- Prepare students for their job search through class presentations, events, and coaching in one-on-one meetings.
- Provide best-practices and guidance on technical resumes, LinkedIn profile development, job search process, and interview techniques.
- Motivate students to own their job search while holding them accountable to deadlines along the way.
- Advocate for our students with instructors, the Employer Engagement team, other staff members, and hiring managers.

- Coordinate with the Employer Engagement team to connect students to interview opportunities for jobs
- Coordinate with Employer Engagement to find volunteers from the community for student events such as mock interviews, roundtables, guest speakers, and panel discussions.
- Partner with the instruction team to monitor student progress and ensure students are prepared for success.
- Maintain accurate documentation and metrics on activities related to student placement and other related activities.
- Planning and execution of all career development events, including Round Table, Mock Interviews, and collaborate with other internal stakeholders for our Demo Days.

Here are a few things the career development team has worked on recently that might give you a better idea of what you'll be doing day to day:
- Scheduled events for each cohort in coordination with internal stakeholders.
- Reviewed resumes, made recommendations, and provided individual professional development coaching to students through one on one conversations.
- Delivered class on importance of networking to launch a new career and how specifically to do that in Nashville's tech community.
- Planned and executed a mock interview event with 22 students and 17 employers.
- Supported our graduates who are job seekers with feedback and creative ideas on how to network and conduct a job search in the current environment

About You...
We're looking for someone who is driven by helping other people succeed. Nashville Software School (NSS) is successful only when our bootcamp graduates secure their first job in tech. You're a crucial resource for these students as they navigate new (to them) waters.

Experiences and traits you possess:
- You're a team-player committed to the success of the organization.
- You're comfortable leading a small team while also functioning as an individual contributor on the team.
- A people-person with excellent interpersonal and communication (verbal and written) skills. You are able to build rapport with students, staff, and employers.
- Flexibility is your middle-name! You are able to adapt and shift gears in a fast-changing environment.
- Knowledge and understanding of the current technical career opportunities in Nashville.
- Excited to work in either a remote or in-person environment when it is safe to do so.
- Engaged in Nashville's vibrant tech community.
- 5+ years experience in technical recruiting, talent acquisition, career management/coaching, and/or student services.
- 2-3+ years experience managing direct reports.

You will need to be available for evening and weekend events and appointments, and we offer a flexible schedule to accommodate those times. You can expect a couple of evenings a week and a couple of Saturdays a month.

About NSS…
Nashville Software School (NSS) is a non-profit vocational school. Non-profits are pretty rare in the coding bootcamp world. In fact, there are only a handful of other non-profit coding bootcamps in the US. We were the first.

NSS is in the opportunity business. Our goal is to open the door to tech careers for as many individuals in middle Tennessee as there are junior tech jobs. Additionally, we place an emphasis on opening doors for individuals from under-represented groups who may have never realized that a tech career was an option for them.

Founded in 2012, we are one of the longest-running coding bootcamps in the country. In February 2020, we surpassed 1000 graduates with a placement rate (in field) over 90%.

Our team members put students first. They thrive in a fast-paced environment, embrace feedback from students and colleagues, and are willing to jump in and help each other.

Are you ready for a job where you can guide people on their journey to a new career in tech? If the answer is yes, let's talk! We won't be able to pay you market rate for a recruiter or career coach, but what we lack in salary we make up for in job fulfillment and satisfaction.

For information about how NSS is responding to COVID-19, please visit nashss.com/covid-19.

How To Apply
Please email your resume that speaks directly to this position to **hiring@nashvillesoftwareschool.com**.

We review applications on a rolling basis and will respond within 5 business days, usually sooner. We look forward to hearing from you!