



Community Liaison for Tribal Engagement

Job Description

Department: Programs

Reports to: Instructional Program Supervisor

FLSA status: Independent Contractor, Non-Exempt

Hourly Rate: \$30 per hour

Updated: 10/2025

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both learners and educators. We are a growing 501(c)(3) non-profit organization based in Virginia, committed to retaining the core values that align our work to the organization's mission. CodeVA is committed to equitably supporting learners and educators, to building sustainable and collaborative communities, and to 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 amazing companies, government agencies, and partners who value the need for a computer science-ready workforce.

The hybrid independent contractor position of Community Liaison for Tribal engagement will work with the Programs Division of CodeVA, in collaboration with the Virginia Tribal Education Consortium (VTEC), to strengthen relationships with Tribal communities and support participation in CodeVA's student programming initiatives across Virginia.

The Community Liaison will serve as a bridge between CodeVA, VTEC, and member tribes, helping ensure that CodeVA's outreach, events, and trainings are

inclusive, culturally responsive, and informed by the voices of tribal members. This role involves traveling to powwows and other community events, supporting logistics for outreach, assisting with securing commitments from Tribal Communities to host and lead programming using CodeVA-provided training and curriculum, and providing feedback to CodeVA to guide program development.

This is a unique opportunity to help expand access to computer science and STEM education for Virginia's Indigenous youth and families. This is a temporary, independent contractor position for up to 32 hours a month from January-August. Travel will be reimbursed through regular monthly invoices with documentation and approval.

Contract Responsibilities

- Serve as a liaison between VTEC member Tribal communities and CodeVA to build awareness of and participation in Tribal programs utilizing CodeVA's curriculum and training
- Support outreach and recruitment for camps and other student programming
- Travel to and represent CodeVA at up to four powwows or community events, including staffing a table with a hands-on STEM activity
- Assist with logistics for Tribal outreach and engagement efforts, including those for student programming locations
- Support CodeVA staff in offering or adapting trainings for tribal educators, parents, or staff
- Gather and share feedback from Tribal communities to inform CodeVA programs and curricular materials
- Provide brief monthly updates on outreach activities and progress
- Perform additional tasks as needed

Contract Qualifications

- Experience working with Tribal communities or within Indigenous-led organizations, Tribal citizenship or close affiliation with a Virginia Tribal community preferred
- Familiarity with or interest in STEM, computer science education, or youth programming

- Strong communication and relationship building skills
- Ability to work independently and collaboratively across organizations
- Possess a strong commitment to community service, especially to working within the Tribal communities of Virginia
- Have reliable transportation and comfort with travel to community events across Virginia
- No prior computer science experience is necessary

Physical Qualifications

The physical demands described here represent those that an independent contractor must meet to perform the essential functions of this contracted position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds