HerGov Director of Community Info

Hello! Thank you for considering applying to become the HerGov Director of Community! All information is listed on this document, if you have any questions, please send them to leadership@hergov.com!

APPLICATION FORM:
https://docs.google.com/forms/d/e/1FAIpQLSfaF1ZrMfrzaE6UvZB6aPcnwpv6tDuFSkmQIArqY6KriY0IqA/viewform?usp=header
APPLICATION DUE DATE: March 10th, 2025

Position Description: The HerGov Director of Community will be responsible for facilitating consistent community engagement throughout the HerGov network! They will work closely with fellows, the magazine team, and the executive board to lead community events, facilitate engagement, and create long-lasting bonds between fellows and board members alike! This position is **100% DIGITAL,** but also **100% HANDS-ON**

HOURS: 1-3 Hours/Week. Daily engagement* required.
**Daily Engagement meaning being active in the Discord server on a daily basis*

REQUIREMENTS:
1. Be a teenage girl or non-male identifying individual (age 15-19)
2. Be based in the US
3. Be passionate about spreading civic knowledge to youth!

SPECIFIC RESPONSIBILITIES:
1. Creating and Facilitating **AT LEAST ONE** community engagement/bonding event **per week** *INCLUDING BUT NOT LIMITED TO*:
    a. Game nights
    b. Trivia events
    c. Movie nights
    d. Study halls
    e. Creative nights (vision boards, digital art, etc)

2. Engaging in **daily** conversations within the Discord server in order to maintain activity
3. Creating **social media content** (reels, tiktoks, and more!) about various community events. At least one piece of content is required per month.
4. Writing and sending the **daily "question of the day"** to create constant engagement in the Discord server
5. **Conversing with organization partners** during interest group events to create a more energized environment
6. Posting **2 weekly opportunities** in the Discord server
    a. Opportunities meaning: youth summer programs, online programs, academic opportunities, scholarships, and more
7. Creating **activities for bonding** at introductory onboarding meetings and events
8. Actively **communicating with executive board members** about the weekly community event

REQUIRED SKILLS:

1. Effective Communication
2. Public Speaking
3. Creativity

PREFERRED SKILLS:

1. Canva
2. Video Editing
3. Social Media
4. Discord Server Management

REPORTS TO:

1. Bri Blair
2. Wider Executive Board

COMPENSATION:

1. This is not *yet* a paid position. However, HerGov is close to becoming a 501c3 organization and applying for a wider variety of grant funding. Therefore, in the foreseeable future (likely in 2026 onwards), this will become a paid position. **However**, **this is not yet guaranteed**.

APPLICATION PROCESS:

1. **Due Date: March 10, 2025. Late applications will not be accepted unless specified otherwise**.
    a. Applications submitted first will be considered first. Therefore, the earlier you submit your application, the earlier you will receive your interview
2. If you proceed into the finalist round, we will have most interviews and trial runs between **March 11-March 20**. Again, **if you submit your application earlier, you will have the opportunity to do your interview/trial run early**.
3. You will be notified of whether or not you were selected for the role of Director of Community by **March, 25th, 2025**.
4. If selected, you will start your position on **March 31st, 2025**, after an orientation meeting

NOTE: Additional details will be released for each application milestone.

OTHER NOTES:

1. **1-2 directors of community** will be hired depending on the strength of the pool of applicants
2. Once HerGov achieves 501c(3) status officially, you will be given a free Canva Pro account to aid in your responsibilities.