Management Team Open Positions

Thank you for your interest in joining our management teams! The following is a list of our open positions for Fall 2026. **Please note that all positions require a commitment of at least one academic semester/summer. Applications are rolling!**

APPLY TO JOIN OUR MANAGEMENT TEAMS HERE!

Support

Support - Coordinator

- Answer support emails and address common matching issues.
- Must be reliable and communicative with the Matching Director and other Matching Coordinators.

Public Relations/Outreach

Graphics

- Create graphics for CovEd announcements, events, and outreach efforts.
- Implement initiatives to expand social reach and member engagement.
- **Experience with Canva and/or graphic design platforms is preferred but not required!**

Outreach - Coordinator

- Design and implement high-level strategy for recruiting mentors and mentees for CovEd Partnerships and associated programs/events.
- Assist in managing email/online communication related to the outreach efforts of the organization.
- **Time commitment: 1-2 hours per week during summer, may increase to 3-4 hours in the beginning of fall/spring semester.**

Surveys

Surveys - Coordinator

- Create surveys to best assess mentees' confidence in subjects before and after receiving educational support.
- Gather feedback on mentor and mentee pair satisfaction and their overall experiences with CovEd.
- Be familiar with utilizing the mailing list.

Technology

Technology Officer

- Building/maintaining the matching platform and other future projects to improve CovEd organizational processes and mentor/mentee experiences.
- Communicate with Executive Committee members as well as other Technology Officers on project details and updates.
- Attend weekly Fundraising/Legal/Tech division meetings.
- **Experience with React, HTML, CSS, Javascript, and/or Python is preferred!**
- **Willing to commit for at least 1 academic year.**

Don't know what to join? Email hr@coved.org and we'll put you in a team with the highest need! If none of these roles sound interesting but you would still like to help out, please still join! We would love to have people help brainstorm future events, reach out to potential partners and speakers, and moderate future events.