



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 2025. **Please note that all positions require a commitment of at least one academic semester/summer. Sign-ups are rolling!**

SIGN UP TO JOIN OUR MANAGEMENT TEAMS [HERE!](#)

Support

Support - Coordinator (**HIGH NEED!**)

- Test automated matching platform and streamline platform feedback.
- Matching mentors and mentees using data from sign-up forms (alternative to automated matching platform).
- Arrange and conduct mid-semester check-ins with mentor-mentee pairs.
- Answer support emails and address common matching issues.
- Must be reliable and communicative with the Matching Director and other Matching Coordinators.

Partnerships

Partnerships - Coordinator

- **Represent CovEd during check-in meetings with CovEd Partners** (e.g., school principals, nonprofit CEOs, and government representatives) to discuss ongoing partnership initiatives and report meeting details to the Partnership Director.
- **Oversee CovEd Labs** (reach out to lab instructors to ensure they complete requirements by Sunday of every week, recruit & help train new instructors, run the Zoom meetings during Lab sessions, send out weekly emails on Monday to CovEd Lab students and related student organizations).

- **Attend biweekly Partnership subcommittee meetings** to stay updated on Partnership initiatives.
- **Experience participating in CovEd initiative(s) is preferred, but not required!**
- **Willing to commit for at least 1 academic year.**

Outreach

Outreach - Coordinator (**HIGH NEED!**)

- 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 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.

Mentor-Mentee Resources

Handbooks - Coordinator

- Creating grade-level and/or subject-specific lesson plans to guide new mentors.
- Research and compile free resources available for mentors and mentees.

Handbooks - Designer

- Creating easy-to-digest slide decks based on handbooks.
- **Experience with Canva and/or graphic design platforms is preferred but not required!**

Speaker Series - Director

- Plan workshops and recruit speakers for panels available to mentors and mentees to attend.
 - Some ideas include but are not limited to:
 - For mentors: panel discussion with graduate students about the application process, how to get letters of recommendation from professors, how to cold-email for internships, etc.
 - For mentees (K-12 students): workshop on components of Common Application, what FAFSA is, application timelines, standardized testing advice, what to consider when applying to colleges/choosing where to go, etc.

Socials

Team Bonding Coordinator

- Create and organize bonding events **monthly or every other month** for management and mentors.
- Collaborate with the Public Relations team to publicize events.
- **Must meet the requirements of becoming a mentor or is an active mentor.**
 - Must be 18+ and currently attending or graduated from a U.S. or Canadian university.
 - Must have an active .edu or .org email from a U.S./Canadian university or college.
- **Willing to commit for at least 1 academic year.**

ABC Clubs

ABC Clubs - Coordinator

- Assist the ABC Club Director in recruiting students and instructors for Art, Book, and Chess Club.
- Oversee clubs for K-12 students in Art, Book readings/discussions, and Chess.
- Attend biweekly Mentor Operations meetings as a representative of ABC Clubs.
- Must be reliable and responsive to emails.
- **Willing to commit for at least 1 academic year.**

Fundraising

Grant Writer (**HIGH NEED!**)

- Write responses to short-answer questions about what CovEd does, how the organization will use grant money, etc.
- Collaborate and communicate with the COO - Internal.
- Attend meetings, which may include:
 - 30-min weekly check-in with the COO - Internal.
 - 1-hour weekly Fundraising/Legal/Tech division meeting.
 - Monthly all-team meeting.
- **Willing to commit for at least 1 academic year.**

Marketing - Coordinator

- Assist the Co-Director of Fundraising in the management of CovEd's fundraising platforms.
- Organize fundraising events/initiatives.
- Collaborate with the Public Relations team to strategize ways to increase CovEd's visibility on social media.
- Attend meetings, which may include:
 - 30-min weekly check-in with the COO - Internal.
 - 1-hour weekly Fundraising/Legal/Tech division meeting.
 - Monthly all-team meeting.
 - Public Relations weekly meetings (as needed).

Legal

Legal - Director

- Write and update waivers.
- Ensure that CovEd is compliant with 501(c)(3) status requirements.
- **Previous legal experience is preferred.**
- **Willing to commit for at least 1 academic year.**

Technology

Technology Officer (**HIGH NEED!**)

- 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.**

Public Relations

Graphics (HIGH NEED!)

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

Social Media

- Assist with regular postings on CovEd's Instagram/IG Reels, Twitter, and/or TikTok.
- Implement initiatives to expand social reach and member engagement.
- Attend biweekly Public Relations team meetings.
- **Interest or experience in creating and/or editing video content**, as we are hoping to build our platform on IG Reels/TikTok!

Newsletters

- Gather updates from teams, create monthly digital newsletters, and send to mentors and mentees.
- Be familiar with utilizing the mailing list.

Web Developer (HIGH NEED!)

- Maintain our [website](#) (i.e. adding information on new members and programs, making edits as needed).
- **Experience with Squarespace is preferred but not required!**

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.