

Role Descriptions :

Executive Team: (1-5 Hours per week)

1) Content Strategy Director

- Lead the content creation team and ensure that the material is on-brand, accurate, and engaging.
- Develop and implement content plans that align with the goals of the platform.
- Collaborate with the Social Media Managers, Designers, and Writers to create a consistent content pipeline.
- Oversee the production of long-term projects (e.g., blog posts, research-based series).

Requirements:

- Experience in content creation and strategy.
- Strong leadership and team collaboration skills.
- Ability to manage long-term projects and meet deadlines.
- Familiarity with content planning tools (e.g., Trello, Google Docs).

2) Social Media Director

- Direct the social media strategy and oversee the social media account (Instagram)
- Work closely with the Content and Graphic Design teams to create engaging posts that will expand the platform's reach.
- Manage audience engagement, including interactions and growing the following.
- Analyze performance metrics and adjust strategies for growth.

Requirements:

- Knowledge of Instagram and social media trends.
- Experience in growing and managing social media accounts.
- Strong strategic thinking and creative skills.
- Ability to analyze metrics and adjust strategies accordingly.

3) Operations Director

- Manage the day-to-day tasks of the team, ensuring deadlines and goals are met.
- Organize team meetings and track progress on projects.
- Handle any logistical needs related to running the platform (e.g., communication tools, scheduling).
- Ensure that each team member has the resources they need to be successful.

Requirements:

- Strong organizational and multitasking abilities.
- Experience in project management or team coordination.
- Ability to track progress and ensure deadlines are met.
- Familiarity with communication and project management tools (e.g., Google Docs, Trello).

Graphic Design Team: (1-3 Hours per week)

The Graphic Design Team would create engaging infographics, visuals, and post designs to bring neuroscience and biology concepts to life. We also play a key role in maintaining a consistent and attractive aesthetic for the platform, ensuring that all content aligns with Neuro Nation's branding and is visually appealing across all social media platforms. Our goal is to create designs that are both informative and eye-catching, making science more engaging for our audience. The graphic designers can use any platform to design of their choice.

Requirements:

- Proficiency in design tools (e.g., Canva, Photoshop.)
- Experience in creating infographics and social media visuals.
- Ability to maintain a consistent aesthetic for the brand.
- Strong creativity and ability to simplify complex concepts visually.

Research Team: (1-3 Hours per week)

The Research Team would ensure that all content is accurate, up-to-date, and scientifically grounded. They conduct thorough research into the latest neuroscience, biology, and medical studies, simplifying complex findings into easy-to-understand summaries. Their role includes fact-checking to verify the accuracy of all data shared, supporting our platform with reliable information, and identifying new trends or topics for exploration. The team collaborates closely with other teams to ensure every piece of content is both informative and engaging, making sure

our audience learns from credible, cutting-edge science.

Requirements:

- Strong background in neuroscience or biology.
- Excellent research and fact-checking skills.
- Ability to simplify scientific concepts for a broad audience.
- Strong written communication and collaboration skills.