GIRLS INTO VC

Team Positions and Responsibilities

Girls Into VC is the first organization dedicated to empowering the next generation of women in venture capital. Through education, mentorship, and community, we aim to make VC more accessible and inclusive. For more information, you can read our report here.

We're looking for passionate, driven team members to join our team. This is a high-impact opportunity to shape the future of Girls Into VC and support thousands of aspiring women in the space.

If you have any questions, please email team@girlsintovc.com

Link to apply here
Applications close Nov 20th @ 11:59pm EST

Team Member Responsibilities

Girls Into VC operates with the mindset of a fast-moving, impact-driven organization. Everyone on our team plays a critical role in helping us grow, improve, and reach more people. This is a meaningful commitment, and we are looking for people who are thoughtful, reliable, and ready to contribute.

Requirements:
- Eligibility: Open to freshmen in high school and beyond (depends on specific role)
- Location: Must be based in the U.S. or Canada for the duration of the program
- Time Commitment: Must commit to 10 hours a week for the full term from Nov 2025 to June 2026 (and hopefully beyond!)

What You Can Expect from Us:
- Ownership over your work. You'll lead projects, not just support them.
- Mentorship from team leads and venture capital professionals.
- A tight-knit community of ambitious, mission-aligned students and professionals.
- A chance to attend our team retreat and connect in person.
- Regular support, including weekly 1:1s and monthly team-wide meetings.
- Hands-on experience directly aligned with careers in VC, startups, and innovation.

What We Expect from You:
- Time Commitment:
  - Expect to contribute 10 hours per week, with flexibility during peak cycles.
  - Commit to the full term: Nov 2025 – June 2026.

- Meetings:
  - Attend weekly meetings with your team to discuss progress and next steps.
  - Participate in a monthly all-team meeting to align across teams.
- Communication & Accountability:
  - Submit a weekly check-in summarizing what you accomplished, what's coming up, and any support needed.
  - Respond promptly and professionally via Slack and email.
  - Maintain clear and respectful written communication at all times.

Open Roles
Below is a simple overview of the six open positions, what they focus on, and who can apply for each one. For more details please look below at the specific role.

1. Chief of Staff
- The operational backbone of GIVC. You keep the entire organization running smoothly, manage internal systems, track progress, and work directly with the CEO to drive alignment across teams.
- Eligible: Students from junior year of high school through junior year of college. Must live in the U.S. or Canada.

2. Director of Venture Research
- You run the Venture Research Analyst Program. You lead training, oversee analyst research, manage founder calls, create investment processes, and run grant cycles.
- Eligible: Freshmen through seniors in college. Must live in the U.S. or Canada.

3. Director of Ecosystem Partnerships
- You build relationships with VCs, startups, accelerators, and universities. You lead outreach, coordinate partnerships, and bring external opportunities into GIVC.
- Eligible: Freshmen in high school through seniors in college. Must live in the U.S. or Canada.

4. Director of Program Content & Resources
- You own all curriculum, guidebooks, templates, and educational resources across programs. You turn complex ideas into clear, beginner-friendly content.
- Eligible: Freshmen in high school through seniors in college. Must live in the U.S. or Canada.

5. Director of Product & Technology
- You design and refine our digital experience including the website, Resource Hub, and internal tools. You create mockups, improve user flows, and integrate no-code solutions. No coding required.
- Eligible: Beyond a freshman in high school. Must live in the U.S. or Canada.

6. Director of Social Media
- You run GIVC's LinkedIn, Instagram, and TikTok. You design content, maintain brand voice, manage posting schedules, and track performance.
- Eligible: Beyond a freshman in high school. Must live in the U.S. or Canada.

(1) Chief of Staff

- **Responsibilities:**
  - Work closely with the CEO and executive team to drive alignment across all programs and teams
  - Own internal operations: meeting agendas, accountability tracking, cross-team communication, and follow-through
  - Maintain org-wide systems (Notion, Airtable, Slack), ensuring all deadlines and deliverables stay on track
  - Support strategic planning, quarterly goal-setting, and special projects
  - Step in where needed across Programs, Content, and Community to fill gaps
- **Who We're Looking For:**
  - Highly organized, detail-oriented, and proactive
  - Excellent communicator who can manage many moving parts independently
  - Someone who loves structure, project management, and making sure things actually get done
  - Previous leadership or operations experience is a plus
- **Requirements:**
  - Based in the US/Canada
  - Between a junior in high school and a junior in college (inclusive)
- **Additional Assignment:**
  - **PART 1: Synthesis of team updates**
    - Here is a set of unstructured team summaries from multiple people across Programs, Content, and Community and what they were meant to do for the week. Turn them into:
      - A concise executive summary for each of the groups to share with the OCEO
      - A list of todos to show the OCEO
      - Any follow ups you need to do with members
  - **PART 2: Creating plans**
    - Here is a set of high-level goals for several groups. Break these into a structured week-by-week plan including milestones, deliverables, owners, and a brief explanation of how you would ensure accountability.
  - **PART 3: Outreach email**
    - Draft a short outreach email to a prominent female VC of your choosing inviting her to speak at a GIVC event. Write it as if sending on behalf of CEO Isabella Mandis (hint: reference our report to highlight our accomplishments)
  - **PART 4: Proposal feedback**
    - Here is a short proposal you just received in the slack channel.
    - Please provide:
      - In-line comments with thoughtful, actionable feedback
      - A short paragraph outlining recommended next steps if you were supervising the project owner

(2) Director of Venture Research (leads the Venture Research Analyst Program)

- **Responsibilities:**
  - Build out Venture Analyst curriculum and playbook
  - Lead the Venture Research Analyst Program
  - Design and run vertical-focused training: sourcing workshops, mock founder calls, market-mapping sessions, etc.
  - Manage Analysts as they choose a vertical, conduct research, meet founders, and produce reports
  - Organize investment committee meetings, pitch cycles, and grant selection processes
  - Build systems for tracking startups, referrals, and deal flow; coordinate VC introductions
  - Ensure top startups are logged, evaluated, and shared with GIVC partners
- **Who We're Looking For:**
  - Someone with strong interest or experience in venture capital, sourcing, or diligence
  - Exceptional communicator who is comfortable leading calls and giving feedback
  - Highly organized and able to manage a structured, multi-week program
  - Analytical, curious, and excited about deep dives into specific verticals
  - Previous experience in a scout program or VC is a plus
- **Requirements:**
  - Based in the US/Canada
  - Between a freshman in college and a senior in college (inclusive)
- **Additional Assignment:**
  - **PART 1: Training document**
    - Create a 2–10 page training document for new Analysts on how to run an effective founder call, explain things like (but not limited to)
      - How to prepare for founder calls
      - What research to complete beforehand
      - How to structure the call and ask strong follow-up questions
      - What signals and red flags to look for
      - Email templates (outreach, scheduling, confirmation, follow-up)
      - A structured note-taking system
  - **PART 2: Memo feedback**
    - You just received this submission from one of the analysts
    - Provide feedback with both in-line comments and a brief overall review
  - **PART 3: Write a memo**
    - Pretend you are an Analyst following your own framework
    - Choose an applied AI startup that has raised less than $20M to date and write an investment memo that follows the structure from above

(3) Director of Ecosystem Partnerships

- **Responsibilities:**
  - Build and manage partnerships with VCs, startups, university groups, and ecosystem partners
  - Coordinate joint events, workshops, sponsorships, and content collaborations
  - Maintain strong relationships with partner firms and ensure timely follow-ups
  - Build templates for outreach, partnership agreements, and impact reporting
- **Who We're Looking For:**
  - Outgoing, confident communicator who enjoys relationship-building
  - Experience in partnerships or campus orgs is a plus
  - Reliable, responsive, and comfortable reaching out to founders and VC teams
  - Someone who wants to grow GIVC's external presence and build long-term partnerships
- **Requirements:**
  - Based in the US/Canada
  - Between a freshman in high school and a senior in college (inclusive)
- **Additional Assignment:**
  - **PART 1: Identify and pitch three partnership opportunities**
    - Identify three partnership opportunities for GIVC (one VC firm, one startup program/accelerator, one university or student group).
    - For each partner provide:
      - A 2–3 sentence explanation of why this is a strong fit for GIVC
      - A short, polished outreach email tailored to that specific partner
      - A brief outline of what the partnership could look like and which GIVC initiatives they naturally plug into
  - **PART 2: Create an external involvement toolkit**
    - Build a simple system that makes it easy to plug partners into the right initiatives. Include things like
      - A short email inviting female VCs in our network to get involved
      - A light-touch involvement form asking about interests and preferred engagement
      - A mapping template showing how different types of partners align with GIVC initiatives like
        - Early-career VCs → sourcing workshops, founder-call coaching
        - Senior partners → fireside chats, summit keynotes, IC judging

(4) Director of Program Content and Resources

- **Responsibilities:**
  - Own all educational materials: fellowship guidebooks, vertical research templates, webinars, Resource Hub content
  - Work with program leads to turn knowledge into structured, high-quality curriculum
  - Maintain and expand the Resource Hub with beginner-friendly, well-organized content
  - Edit and standardize documents so all materials follow a consistent voice
  - Support content creation for new programs (externships, chapters, workshops)
- **Who We're Looking For:**
  - Strong writer and editor with a clean, clear instructional voice
  - Someone who enjoys simplifying and organizing complex information
  - Experience writing curriculum or educational content is helpful but not required
  - Detail-oriented, reliable, and able to produce polished deliverables
- **Requirements:**
  - Based in the US/Canada
  - Between a freshman in high school and a senior in college (inclusive)
- **Additional Assignment:**
  - **PART 1: 5–10 Minute Educational Video**
    - Record a short video (with simple slides) explaining "What Is Venture Capital?" clearly and simply for a total beginner.
  - **PART 2: Curriculum map**
    - Create a curriculum map outlining:
      - The top 10-15 topics a beginner should learn
      - How you would group them into modules
      - A brief explanation of what each topic covers
  - **PART 3: Two topic walk-throughs**
    - Choose two topics and create short, structured walk-throughs (1–2 pages each) showing:
      - How you would teach the concept
      - Any simple frameworks or examples
      - How you'd explain it to someone new
      - Optional supporting links

(5) Director of Product & Technology

- **Responsibilities:**
  - Design and improve GIVC's website and digital presence (no coding required)
  - Create clean mockups for new pages, features, and user flows
  - Support development of the Resource Hub and digital assets
  - Explore simple ways to integrate AI into existing workflows
  - Maintain clarity and structure across all digital materials
  - Evaluate and select no-code tools for internal use
  - Turn team ideas into visual, easy-to-implement designs
- **Who We're Looking For:**
  - Strong design instincts and a clean, organized visual style
  - No coding required—just comfort creating mockups or sketches
  - Clear communicator who can explain design decisions
  - Creative thinker who enjoys intuitive problem-solving
  - Detail-oriented and reliable, with polished deliverables
  - Comfortable with no-code tools (Notion, Airtable, Squarespace, Canva, etc.)
- **Requirements:**
  - Based in the US/Canada
  - Beyond a freshman in high school
- **Additional Assignment:**
  - **PART 1: Re-design 2 pages of the GIVC website**
    - Design the homepage using any tool (Squarespace, Canva, Figma, Google Slides, hand-drawn sketches, etc.). Must include:
      - A clear call-to-action
      - Mention of 10,000+ members
      - A clear explanation of who we are and what we do
      - Clean, intuitive layout
    - Then design one additional page (About, Programs, Resource Hub, Summit, Fellowship, etc.).
  - **PART 2: Recommend a self-updating member database**
    - Compare 2–5 no-code platforms that could support a system where members submit their LinkedIn or a form and auto-populate a database
    - End with a short recommendation selecting the best platform and why

(6) Director of Social Media

- **Responsibilities:**
  - Manage Girls Into VC's LinkedIn, Instagram, and TikTok accounts
  - Create and post content 3x per week per platform
  - Design visuals in Canva and maintain a consistent brand voice
  - Write compelling, audience-specific captions
  - Track and report engagement metrics with weekly insights
  - Collaborate with Programs, Content, and Community to highlight initiatives
  - Maintain a clear posting calendar aligned with upcoming events and deadlines
  - Experiment with new content formats to improve reach and retention
- **Who We're Looking For:**
  - Someone with strong visual storytelling instincts
  - Experience managing social accounts for a student org, brand, or startup
  - Creative, reliable, and consistent
  - Able to understand platform-specific tone and adjust accordingly
  - Comfortable working independently and meeting weekly deliverables
- **Requirements:**
  - Based in the US/Canada
  - Beyond a freshman in high school
- **Additional Assignment:**
  - **PART 1: High school fellowship launch**

    We are opening applications for our new High School Fellowship Program (8-week virtual program, Saturdays 2–3pm EST, applications close Jan 23). Create a full social media rollout for this announcement including:
    - LinkedIn Post
      - Start with a strong hook
      - Write full post announcing the program
      - Aim for a professional, high-credibility tone
    - Instagram Post:
      - Use canva to create the post
      - Write the accompanying caption
    - TikTok Video:
      - Record/edit a video announcing the program
      - Write the caption
  - **PART 2: Professional etiquette campaign**
    - Below is the content you must teach across all three platforms. Your goal is to turn these points into three platform-specific social posts (one for LinkedIn, one for Instagram, one for TikTok). You do not need to include every line verbatim, but you should cover the core etiquette clearly.
      - When someone introduces you over text
        - Reply: "Thank you so much [X] for the intro. Y, I will text you separately."

- - - ○ Start a new message thread with the person you were introduced to
        - ○ Open with something like: "Hi Y, so nice to meet you. Would love to find a time to chat. What does your schedule look like this week?"
    - ● When someone introduces you over email
        - ○ Respond to the intro email: "Thank you, [Name], for the intro. Moving you to bcc."
        - ○ Continue to the new contact: "Hi X, nice to meet you. Would love to find a time to chat. What does your availability look like?"
    - ● After the call
        - ○ Follow up with the introducer to thank them for connecting you
        - ○ This closes the loop and signals professionalism
- ■ Draft the LinkedIn post, Instagram post (content + caption), and TikTok post (video + caption) based on the above etiquette.