



### **Current open positions**

*(click on each role to read its description)*

1. [Institutional Representative](#): Weill Cornell, MSKCC, CUNY, Fordham University, St John's, Syracuse, and Stony Brook institutes not currently represented in our [board](#)
2. [Social Media Manager](#)
3. [Blog writer](#)

Apply for any **current open positions** by responding to this [survey](#) and sending a [resume](#) to [info@inetyc.com](mailto:info@inetyc.com)

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**Become an INet NYC member [here](#) to receive emails about our events!**  
**Follow us on social media: [Linkedin](#) [Twitter](#) [Facebook](#) [Instagram](#) | [website](#)**

## **General description of all of the roles in the INet NYC Board**

### **President / Co-President role**

- This is a great opportunity if you are passionate about our mission of:
  - Providing support and professional development opportunities for international STEM scientists from many institutions in the NYC area
  - Help community building, facilitate connections between international scientists in NYC
- This leadership role will provide you with networking, professional development opportunities, and invaluable leadership experience

### Requirements (President / co-president role)

- You will need to take initiative and be independent while collaborating with other board members
- Requires good interpersonal, communication, and organizational skills
- Expected time commitment: ~5 hours per week (on average) for at least 1 year
- Both internationals and nationals with a background in STEM (Science, Technology, Engineering, and Math) are encouraged to apply (the ideal applicant should have some international experience/interests)
- Previous volunteer/other experience in STEM organizations is a plus (eg, board member of student/postdoc organization in your institution)

### Responsibilities (President / co-president role)

- You will be co-leading the organization with another co-president
- You will be in charge of organizing monthly meetings with the board ( involves creating the agenda, and monthly action list, leading the meeting's discussions)
- You will be responsible for strategizing, planning, and delegating various tasks appropriately
- You will help guide, supervise event organizers, initiate and facilitate collaborations and partnerships with other external organizations
- You will help recruit new board members/presidents facilitating leadership transitions

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### **Institutional Representative**

- Build relationships within your institutions with specific administrative offices that could be a great resource for our group. For example:
  - International office, career, and professional development office, postdoc association and student association, office of postdoctoral affairs, human resources, finance office, etc
- Serve as a point of reference between INet NYC and your institution
  - Relay information about our career and social events within your institution.
- Help with event organization of at least one event organized by INet NYC throughout the year, and volunteer for other events/initiatives you are interested in that also serve the mission of our group.
- Attend and participate in the monthly board meetings (in person best but through Skype otherwise)
- About 1 hours commitment a week on average

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### **Blog Editor**

- Be in charge of blogs posted on the [INet NYC website](#).
- Our goal is to post a monthly blog on INet NYC.
- Identify and coordinate with blog writers and help edit the blogs ( you can use help from other board members as well)
- Identify new interesting topics to write about.
- About 1 hours commitment a week on average

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### **Blog Writer**

- Contribute blogs posted on the [INet NYC website](#).
- Our goal is to post a monthly blog on INet NYC.
- Coordinate with the blog editor and other blog writers ( you can use help from other board members as well)
- Identify new interesting topics to write about.
- About 1 hours of commitment a week on average.

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### **Outreach Coordinator**

- Identify potential partners or collaborators beyond academic institutions
- Build relationships with external individuals/organizations that could be a great resource for INet
- Connect with international professionals in networking events, and add them to a list so that we can invite them to future events
- Help recruit mentors
- Be in charge of coordinating yearly orientations with the IRs on the board
- Update the OUTREACH folder in the drive where you organize the list of organizations, and PhD alumni ; Update the "List of outside Organization/Important Contacts document"
- If possible together with other members of the board represent INet in symposiums, conferences, etc
- Help build a yearly INet NYC presentation together with the data analyst, and others interested in design/communication

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### **Treasurer**

- Manage and keep track of expenses/'earnings' of each event. Make sure everyone gets reimbursed as soon as there is enough money on the budget.
- Keep track of the fundraised money from institutions (even if that money goes directly towards the event). This way, every year we can have an idea of the amount of money that each institution contributed.
- Manage the Venmo account
- Try to find new ways of fundraising.
- Establish/maintain relationships with institutions (or other partners) that could be prone to collaboration in collaboration with the outreach coordinator.

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### **Social Media Manager**

- Manage the following social media platforms: Twitter, Facebook and LinkedIn.
- Create a regular publishing schedule with the following topics: international higher education, immigration, science policy, career advice, fellowships and mentorship.
- Review institutions and people to follow.
- Coordinate with the Instagram account manager.
- Coordinate with other board members to publish INet NYC events.
- Post live during INet NYC events.
- Report social media metrics to the Co-presidents monthly.
- Keep the website up to date, such as adding new members, pictures and future events.
- About 2 hours of commitment a week on average.

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### **Social Event Coordinator**

- Organize regular social events (e.g. monthly After Work hangouts) and/or one-time events (e.g. hiking, beach, BBQ)
- You have the freedom to innovate and come up with new events as long as they serve the mission of the group and the goal to improve social connections
- Establish collaborations with other networking groups
- Create social cards and advertise events on social media
- Coordinate with other board members for event advertisement on social media or through institutions
- Attend and participate in the monthly board meetings (in person best but through skype otherwise)
- About 2 hours commitment a week on average

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### **Administrative Manager**

- Write and send out emails advertising upcoming INet events, partner organizations' events and career opportunities (newsletter)
- Maintain up-to-date mailing list (currently 600+ members)
- Attend board meetings and write meeting minutes
- Maintain the events calendar and inform board members of scheduled board meetings
- Manage communications with the public through the INet email address
- Regularly update the board member contact list