Details of Simply Neuroscience Positions

Last updated: June 2025

If you have any questions about the positions below, please email us at info@simplyneuroscience.org (please do NOT contact us through social media – the HR team only coordinates communications through email).
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More information about our existing teams/initiatives:
https://www.simplyneuroscience.org/about-us

The number listed next to each position title indicates how many individuals we are looking to onboard for that position. Please note that as a student-led organization, all of our team positions are currently on an unpaid, volunteer basis.

Early-career individuals between the ages of 13 to 30 years old (inclusive) from around the world are eligible and invited to apply. If you are a non-traditional, early-career neuroscience student who falls outside of the listed age range, please reach out to us at info@simplyneuroscience.org to discuss your interest.

Awareness Content Creators (10 positions)

Team: Awareness Department
Time Commitment: 3-4 hours per week
Duties: Members must stay updated with weekly/monthly tasks and familiarize themselves with the topic of mental illness and neurological disorders in today's world. Members will be expected to complete content creation tasks and carry out research to become better allies and raise awareness using their platforms. Some current projects the Awareness Department is working on include a monthly journal club called "Synapse Session," a mental health course, and a series of posters that raise awareness about different neurological disorders.
Expectations: Members are expected to regularly check Slack for communication and updates from directors. Members should be comfortable with reaching out to professionals (e.g., researching and cold-contacting potential guest speakers for Synapse Sessions) and be willing to go beyond their comfort zones (to learn new skills and responsibilities).

Brain Resource Creators (5 positions)

Team: Brain Resource Creation Department

Time Commitment: 3-4 hours per week
Duties: Develop a collection of resources for motivated middle, high school, and undergraduate students interested in learning about the brain. You'll be creating presentations, video series, and other content that will introduce peers to the basics of neuroscience, psychology, and many more interconnected fields. Students will have the opportunity to host virtual workshops showcasing the resources created. We are open to your content creation ideas!
Expectations: Regularly check Slack for communication from leadership and team members, complete assigned tasks on time, brainstorm creative ways to engage with educational content, and have a curiosity for learning more about the brain!

Co-Directors of Campus Brain Ambassador Network (2)

Team: Campus Brain Ambassador Network (CBAN)
Time Commitment: 3-4 hours per week (8-10 hours per week during June-August)
Context: CBAN aims to bridge the gap between grassroots and global neuroscience and psychology outreach efforts through empowering students to make a difference in their home communities. Students from the broader Simply Neuroscience community will be invited to serve as "ambassadors," and collaborate with like-minded peers in nearby geographic regions as well as around the world. By equipping students with the knowledge, resources, and support necessary to promote brain awareness and understanding, CBAN's training program centered on near-peer neuroscience education and outreach aims to foster a generation of neuroscience enthusiasts who can drive positive change in society. Potential capstone activities for the program include organizing a "wellness week" event at local schools, brain donation advocacy campaign through social media, hosting a neuroscience booth at a local science fair, and more.
Duties (note – this is a leadership position):

- Brainstorm transition to 12-month neuroscience-relevant leadership development curriculum for ambassadors and curate relevant curriculum with support of executive leadership
- Develop and maintain an ambassador application and structure as well as a system to track communications with ambassadors
- Serve as the primary point of contact for all ambassadors globally
- Guide and support ambassadors by keeping an open line of communication and maintaining a welcoming virtual environment
- Create and regularly update the CBAN Resource Pack whenever Simply Neuroscience publishes new resources or plans new events
- Send emails to ambassadors with important updates, announcements, etc.
- Organize ambassador-wide events/meetings (ideas for events and frequency of events are up to the Co-Directors)
- Take initiative to ensure network is smooth sailing and successful

- Prioritize and delegate tasks among volunteers relevant to network operation
- Attend monthly leadership meetings and share relevant updates with other teams

Expectations: Co-Directors are expected to regularly check Slack and email for communication and updates from leadership and team members. We're looking for 2 individuals who demonstrate solid communication and organizational skills, an ability to work well with individuals from diverse backgrounds and identities, and a willingness to put in the time and take initiative effectively.

Director of Human Resources (1)

Team: Human Resources Department
Time Commitment: 3-4 hours per week
Duties: The HR Department plays a vital role within Simply Neuroscience by ensuring our team grows with dedicated, passionate volunteers who are excited about collaborating on our initiatives and accomplishing our ambitious goals. As the Director of HR, you'll be responsible for oversight of the public-facing info@simplyneuroscience.org contact inbox, managing the review of volunteer applications, interviewing and onboarding applicants, troubleshooting logistical issues related to work platforms (e.g. Slack, Google Suite) creating and reviewing team feedback forms, and periodically checking with all volunteers to build a positive team experience (as an entirely online community, we are always brainstorming ways to stay engaged).
Expectations: The Director is expected to regularly check Slack and email for communication and updates from leadership and team members. We're looking for a tech-savvy individual who demonstrates solid communication and organizational skills, an ability to work well with individuals from diverse backgrounds and identities, and a willingness to put in the time and take initiative effectively.

Finance Team Members (5)

Team: Finance Department
Time Commitment: 1-2 hours per week
Duties: Members will be tasked with researching organizations and companies that would benefit from Simply Neuroscience's marketing and outreach efforts, and reaching out to them to set up sponsorship opportunities. All members will directly coordinate with the Chief Financial Officer (CFO) to ensure that companies and decisions align with SN's mission. Additionally, members will brainstorm to begin planning experimental fundraising events.
Expectations: Consistent but minimal work each week (1-2 hours); clear communication on Slack and email; effective internal and external communication.

Marketing Team Members (5)

Team: Marketing Department
Time Commitment: 1-2 hours per week
Duties: Contribute to the completion of various marketing projects that range from social media management (Instagram, LinkedIn, Twitter/X, Facebook) to infographic and advertisement creation, as well as promoting general brand awareness. Ideate and produce content for various series (e.g. Research Features, NeuroCareers, Fact Fridays, Takeover Series with Neuroscience Professionals), Substack newsletter, short-form video content, and 1,000 opportunities database.
Expectations: Possess strong research, writing, organizational and collaboration skills, as well as a creative eye. Low time commitment but must be punctual and responsive with team communications.

Special Projects Assistants – *new* (4)

Team: N/A
Time Commitment: 5-6 hours per week
Context: Are you interested in volunteering with Simply Neuroscience and contributing to cross-cutting projects across a myriad of teams? Do you enjoy brainstorming, collaborating, and taking the lead on bringing new ideas to life? Then, this position is for you! This is a new role that we have designed in hopes of providing a hands-on, near-peer mentorship opportunity for individuals who have an interest in science communication, science outreach, and/or non-profit leadership and operations.
Duties: The Special Projects Assistants will work closely with the executive leadership team (CEO, COO, CFO, Board President, Board Vice President, and Board Secretary) on a weekly basis, with primary communications with the CEO and COO. You will also have opportunities to connect with broader community members and external partners/collaborators depending on the current projects. One of the early projects will entail setting up and optimizing our Notion workspace for managing executive initiatives and tracking projects spanning the organization. Other projects include creating templates and roadmaps for project planning, drafting recommendations for improving internal workflows, assisting with planning special events (e.g. collaborative events, campaigns), and beyond–we are also open to your ideas!
Expectations: We're looking for someone with strong communication and writing skills who is generally comfortable with technology (prior experience with Notion is recommended). Someone who is punctual and responsive to team communications. And, most importantly, we're looking for someone who is able to balance paying attention to detail as well as big-picture thinking!

Technology/Website Team Members (5)

Title: Technology Department
Time Commitment: 3-4 hours per week
Duties: Members will revise and add content to the Simply Neuroscience website hosted through the Wix platform. The Tech team's role is essential in making sure that all of Simply Neuroscience's resources and information is accessible and up-to-date for the broader community. Additionally, members will be involved in setting up the design and display logistics for the "Cerebral Canvas Project," which will collect and virtually display neuroscience artwork from elementary schools around the world.
Expectations: Demonstrated background in utilizing the Wix platform. Members will be tasked to respond to assignments through Slack and complete them in a timely fashion, and if unable, reach out to the director to notify them of extenuating circumstances. Members will also collaborate with the Marketing team to coordinate logistics for the Cerebral Canvas Project strategize the most effective way to display content in accordance with branding guidelines.

Writers (5)

Title: Writing Department
Time Commitment: 3-4 hours per week
Duties: Writers are tasked with writing in a variety of styles ranging from scholarly articles to creative works like poetry. Writers create multimedia works that are published on the blog and serve to promote a variety of topics in neuroscience, psychology, and STEM.
Expectations: React and respond to announcements in Slack, complete assignments in a timely fashion, ask questions to ensure assignments are completed properly. Ask for extensions due to any extenuating circumstances in a timely fashion.

"The Synapse" Podcast

The Synapse Podcast is a student-led coalition of podcast series that aims to promote dialogue with people from different backgrounds and showcase the interdisciplinary applications of neuroscience and psychology. Through educational content, outreach initiatives, and media such as our podcast, we strive to break down complex neuroscience concepts and inspire lasting curiosity about the brain.

Every Kind of Mind

- Every Kind of Mind explores and celebrates neurodiversity from professional and individual perspectives. That means you can learn about neurodiversity from biological and psychological viewpoints. We hope to

debunk some stigmas, learn how we can be more accommodating, and celebrate our differences.

Neuron y Parle

- Bonjour! In Neuron y Parle, we'll explore a variety of neuroscientific topics, such as linguistics, genetics, biomedical technology, psychology and more - but in French! Our team aims to spread valuable and interesting neuroscience knowledge in French.

The College Neuro Network

- Intends to help high school students who want to pursue a Neuroscience concentration in college by providing insight into Neuro departments at top universities. Aims to interview both a Neuroscience professor and an undergraduate student with a Neuroscience major or minor from each institution.
- Wits in the Walks of Life
- In 'Wits in the Walks of Life', we will be looking at how mental health ties into each of the 16 career clusters: namely Agriculture, Food & Natural Resources, Architecture & Construction, Arts, Audio/Video Technology & Communications, Business, Management & Administration, Education & Training, Finance, Government & Public Administration, Health Science, Hospitality & Tourism, Human Services, Information Technology, Law, Public Safety, Corrections & Security, Manufacturing, Marketing, Sales & Service, Science, Technology, Engineering & Mathematics, Transportation, Distribution & Logistics.

1. **Podcast Host**

   Number of Openings: 8

   Time commitment: ~3-4 hours a week

   - Able to translate the excitement and curiosity of neuroscience into thoughtful, engaging questions, while maintaining an enthusiastic and curious on-air presence
   - Comfortable adopting different perspectives to ask insightful, well-rounded questions
   - Skilled at building meaningful conversations and guiding discussions toward greater depth
   - Familiar with podcast formats and conventions, with the ability to keep conversations aligned with the episode topic
   - An attentive listener who is committed to continuously improving their interview skills
   - Research guest's background and interests, and develop thoughtful questions aligned with their expertise and research relevance

- Apply a scientific mindset by asking evidence-based, critical, and empirically grounded questions
- Demonstrates punctuality in commitments to the duty
- Brainstorm episode themes with the leadership

2. Technical Production

Number of Openings: 3
Time commitment: ~3-4 hours

- Record podcast episodes using platforms such as Zoom, Riverside, or other recording software
- Edit audio to ensure high-quality sound (removing background noise, balancing audio levels, cutting errors, adding music/intros/outros)
- Manage audio files and organize episode assets (raw recordings, edited files, show notes, subtitles, etc.)
- Upload and schedule episodes on podcast hosting platforms
- Troubleshoot technical issues during recordings
- Ensure consistent audio quality and formatting across all episodes
- Support creation of audio/video clips for social media promotion
- Brainstorm episode themes with the leadership

3. **Communications & Research**

Number of Openings: 4
Time commitment: ~3-4 hours

- Conduct thorough research on potential and confirmed guests relevant to specific episode topics
- Identify new content ideas and themes related to each podcast series
- Draft and send professional follow-up emails to invited and confirmed guests
- Support marketing and promotion of podcast episodes to organizations and communities related to episode themes
- Collaborate closely with the host to identify and explore interesting directions related to the given theme
- Manage the podcast's social media channels and create engaging, timely, and trend-aware content
- Write Podcast blurbs for Spotify and SN Newsletter
- Brainstorm episode themes with the leadership

4. Neuron y Parle

Number of Openings: 2
Time commitment: ~3-4 hours

- Extract clips from Synapse Podcasts to convert them into coherent educational mini-episodes
- Translate the episodes into French (and verify the accuracy of subtitles and transcripts if generated by software)

Not currently recruiting:

Accessible Axon Initiative (AAI)

Title: Accessible Axon Initiative Team Member
Duties: Accessible Axon Initiative is an initiative devoted to increasing resource accessibility at Simply Neuroscience. As a team member, your role involves tasks like creating alt texts for social media posts and writing captions for YouTube videos. These efforts make a significant difference in ensuring that individuals with various accessibility needs can fully engage with the organization's content.
Expectations: Members are expected to regularly check Slack messages from leadership and team members, complete assigned tasks on time, attend monthly

meetings, be communicative, and have the ability to work well with individuals from diverse backgrounds and identities.

Action Potential Advising Program (APAP)

Title: Action Potential Advising Program Team Member (APAP Team Member)
Duties: All team members must familiarize themselves with the APAP Advisor/Advisee matching process, procedure, and relevant platforms. Team members will assist in setting up regular check-in points with advisors and advisees, maintaining email communications (e.g. answering questions, addressing concerns with guidance of team leader), and updating the publicly accessible Neuroscience Mentor Database. Team members may also be responsible for planning future APAP-wide calls, onboarding meetings, and more.
Expectations: All APAP Members must check Slack regularly, fulfill their matching responsibilities, and check in with the APAP Director about assignments and deadlines.
Time Commitment: potentially 4-5 hours/week closer to match deadlines
****NOTE: This is the application to volunteer behind the scenes of the APAP program. If you are interested in applying to join APAP mentorship as an Advisor or Advisee, please see this webpage:**
https://www.simplyneuroscience.org/advising-program

Editing Department

Title: Editor
Duties: Editors are tasked with taking pieces written by the Writing Department's writers and editing them for clarity, accuracy, and AP formatting. The works are published on the blog and serve to promote a variety of topics in neuroscience, psychology, and STEM.
Expectations: React and respond to announcements in Slack, complete assignments in a timely fashion, collaborate with writers (over Slack) throughout the editing process, ask questions to ensure assignments are completed properly. Ask for extensions due to extenuating circumstances in a timely fashion.

Human Resources Department

Title: HR Team Member
Duties: As a member of the HR department, you are expected to familiarize yourself with all of the Simply Neuroscience website, specifically the range of initiatives we offer. You will be trained to interview potential new volunteers and work with the team and Director of HR to answer questions and concerns of current volunteers. Must be readily available to take 30-minute interviews at recurring timeslots on Wednesdays, Fridays, Saturdays, and Sundays even on short notice.

Expectations: Individual that values integrity and has great organizational skills. Comfortable with public speaking and able to carry a conversation. Checks Slack daily for updates and responds ASAP. Expresses any questions or clarifications to the director.

Humans of Neuroscience (HoN)

Title: Humans of Neuroscience Team Member
Time Commitment: 3-4 hours per week
Duties: Humans of Neuroscience is an initiative dedicated to sharing the stories of the humans in neuroscience and psychology, of all ages and educational backgrounds, to showcase the amazing diversity in the brain community.

- Involves one (or multiple!) of the following roles:
    - Virtually interviewing individuals in neuroscience/psychology, to be published online
    - Audio and video editing to post our interviews on YouTube
    - Getting in touch with potential people we can feature on our channel/blog
    - Handling text interviews to be published on the SN blog (formatting)
    - Drafting interviewing questions

"The Synapse" Podcast

Example podcast series underneath SN's "The Synapse":

Every Kind of Mind

- Every Kind of Mind explores and celebrates neurodiversity from professional and individual perspectives. That means you can learn about neurodiversity from biological and psychological viewpoints. We hope to debunk some stigmas, learn how we can be more accommodating, and celebrate our differences.

Neuron y Parle

- Our French language branch of the podcast--more details coming soon!

The College Neuro Network

- Intends to help high school students who want to pursue a Neuroscience concentration in college by providing insight into Neuro departments at top universities. Aims to interview both a Neuroscience professor and an undergraduate student with a Neuroscience major or minor from each institution.

Title: Podcast Team Member (Host, Audio Editor)
Duties: Contacting guests, researching guests to conduct good interviews, editing episodes
Expectations: familiarity and fascination with Podcasts (aka regular Podcast listener), comfortable talking to new people, desire to improve communication

skills, desire to collaborate and learn from teammates, punctual in commitments to your duties (for hosts--sometimes scheduled episode times change last minute)