

## PARTNERSHIPS

The Partnerships team's Associate Directors will either focus on High School or Organizational Outreach. Accepted candidates will have the opportunity to explore both areas before specializing.

**Associate Directors of Partnerships (6):**  
**(1-3 hrs/week school year; 2-4hrs/week summer)**

Reports to: Director of Partnerships

### **ADs of High School Outreach**

- Assist in the development of the "PCRi High School Partners" program/pilot at schools around the country
- Draft recruiting emails for high school outreach
- Research high schools around the US that match our target demographics
- Create PCRi outreach powerpoint for high schools
- Draft student acceptance and rejection emails
- Send out initial high school outreach emails and follow-ups
- Presenting PCRi virtually or in-person to interested schools
- Reviewing high school applications as part of the PCRi admissions process

### **ADs of Organizational Outreach**

- Research organizations (corporations, non-profits, NGOs, university programs, etc) that could form key partnerships with our organization
- Draft partnership emails, letters of intent, and other documents for corporate or non-profit outreach
- Refine PCRi outreach slide decks for organizational partnerships
- Correspond with executives at partnered organizations
- Presenting PCRi virtually or in-person to interested schools

## RESEARCH PROGRAMMING AND MENTORSHIP

### **1 Co-Director of Research Programming and Mentorship:**

**(2-3hrs/week school year; 3-5hrs/week summer)**

- The co-directors will work closely with highly esteemed research professionals interested in our program. They will organize a mentorship program for these mentors to advise PCRi students as they write a research proposal.
- Break-down and delegate all major tasks and responsibilities
- Review student-mentor matches and ensure they are well thought out
- Prepare and lead a minimum of 2 research-related workshops + professional development for PCRi alumni
- Ensure all ADs are adhering to PCRi expectations and completing all mandatory forms

### **Associate Directors of Research Programming and Mentorship (4):**

**(2 hrs/week school year; 2-4hrs/week summer)**

**\*Note: you will not be responsible for ALL these responsibilities but rather will play the role you want in the mentorship process**

Mentorship ADs:

- Match students with mentors based on their interests.
- Coordinate mentorship session times and reschedule with individual mentorship pods when necessary.
- Prepare guidelines for mentorship; particularly focused on guiding our mentors with working with low-income students of color.

- Facilitate mentorship meetings 1hr/week for 5 weeks total throughout the school year.

#### Research Programming:

- All ADs: Lead a minimum of one research workshop for PCRi alumni
- All ADs: Lead a minimum of one professional development workshop

## COMMUNICATIONS

### **Director of Communications (1): 2-3hr/week school year | 3-4hr/wk summer**

- Break-down and delegate all major tasks and responsibilities
- Train all incoming associate directors on the design programs necessary for successful collaborative editing
- Delegate major tasks to associates (website, coursebook, schedule, etc).
  - Then, review and edit all documents that have been completed by associates
- Take lead on designing *high-stakes* communication documents (communication with partnerships/ corporate sponsors for example)
- Coordinating with Associate Directors to upkeep website
- Ensure all ADs are adhering to PCRi expectations and completing all mandatory forms
- Read and review any action item document completed by ADs then send to Co-EDs for final approval

### **Associate Director of Social Media (2-3): 1-3hr/wk school year | 2-4 hr/wk summer**

#### Reports to: Director of Communications

- Managing social media accounts and respond to inquiries through social media
- Leading major social media campaign during student and mentor recruitment periods
- Brainstorming post/campaign ideas and following a social media posting calendar:
  - Posting on IG story min. 2x/week
  - Posting on social media avg. 1x/week

## **Associate Director of Design (2-3): 1-3hr/wk school year | 2-4 hr/wk summer**

Reports to: Director of Communications

- Developing creative ways to promote our program (videos, types of posts)
- Maintaining the PCRi website
- Updating recruitment flyers for mentors and students
- Collaborating with Partnerships and Operations Teams to design materials for their projects and tasks
- Assist the Education team with refining all documents sent to students and parents:
  - Canvas Materials
  - Coursebook
  - Course Slides
  - Master Schedule

## EDUCATION

### **Director of Education for the Social Sciences:**

**(2-4hrs/week school year; 3-5hrs/week summer)**

- Point of contact and representative of the PCRi Social Sciences or Math/Physics program
- Leads a team of about 6 Associate Directors to produce a research-based social sciences curriculum
- Focus on curriculum development and reviewing/editing slide decks before it is taught to ensure it is meeting PCRi standards
- Responsible for leading lectures for a minimum of 8 hours per session (3-4 hrs per semester; lectures are pre-made)
  - Create a 1hr lesson for two topic areas you are familiar with and passionate about. You will have the freedom to choose what you teach as

long as you tie in research in some way! You can teach anything you have previously studied, taught, are interested in, or conduct research in.

- Responsible for bringing in 1 minimum either guest speaker/mentor for each session
- Assists with applications screenings and reading

**Associate Director of Education for the Social Sciences, Humanities, or Math & Physics Departments:**

**(Several positions for each subject; 2-4hrs/week school year; 3-5hrs/week summer)**

- Responsible for leading a lecture for a minimum of 4 hours per session (2hrs per semester)
- Create a 1hr lesson for two topic areas you are familiar with and passionate about. You will have the freedom to choose what you teach as long as you tie in research in some way! You can teach anything you have previously studied, taught, are interested in, or conduct research in.
- Responsible for bringing in 1 minimum either guest speaker/mentor for each session
- Assists with PCRi Student application screenings and readings

**EXECUTIVE TEAM**

**Strategic Manager(s): (2-3hr/week school year | 3-4hr/wk summer)**

Reports to: Executive Directors

- Streamlines big-picture processes for PCRi (emails, scheduling, newsletters)
- Facilitates communication between all committees and teams through hosting check-in meetings
- Spearheads board feedback and evaluations
- Responds to high-level communications and may attend meetings with partners/sponsors/board of advisors
- Ensuring organizational efficiency through the maintenance of logistical software

## OPERATIONS

Experience in non-profit operations is preferred for these positions, but NOT required. We welcome applicants who would like to learn more about the logistics of running a large organization. Training will be provided to all accepted candidates.

### **Associate Directors of Operations (4): 1-3hr/wk school year | 2-4 hr/wk summer**

- Maintain and refine PCRi databases and streamline Google Workspace logistics
- Assist in developing and presenting internal organizational processes and workflows
- Addressing general student, family, and PCRi guest email inquiries
- Designing, sending, and analyzing all necessary forms (student progress assessments, end-of-session feedback forms), emails, and their corresponding data
- Executing session transition procedures (Onboarding all PCRi members, balancing the roster, providing relevant data to committees, etc)
- Collaborating with Finance team to prepare for fiscal sponsorship
- Working on cross-team projects to provide logistical support to our Education Program