



Femme in STEAM Event Team Descriptions

All of the following roles have a time commitment of 1-4 hours a week. *

[In all roles, members are expected to attend mandatory weekly meetings]

The following positions have a deadline of: **July 1, 2021 11:59 PST**

We accept international and domestic applicants!

Director of Programming

The Director of Programming will be responsible for creating and maintaining initiatives. They will be responsible for ensuring that all content creators are working effectively and efficiently. The Director must also work with the coordinators to ensure that work is delegated and done properly. They are responsible for the improvement and growth of the organization. The Director will be working with other Directors and the CEO to ensure proper growth and improvements in the organization. Some skills that are needed for this role are organization, careful planning, strong work ethic, and strong leadership skills.

Director of Marketing

The Director of Marketing will be responsible for strategy and analytics of the organization. It will be under the Marketing/Arts department. The Director must work closely with the Director of Art and PR to develop ways to best reach the audience. A key component of this job is analytical and strategic development. The Director will be co-directing with the Director of Art to streamline progress. Additionally, the Director will be working with the Director of Art to create and maintain social media platforms (Instagram, Twitter, Facebook, etc.). Some skills include strong vocabulary, professional social media management, strong work ethic and leadership skills, and being a good team player.

Event Coordinators

Event Coordinators will be in charge of helping to run the event. They will work with the Director of Programming to create a schedule of events, possibly create in-house workshops, gain experience with establishing documentation, and ensure that platforms are running smoothly. They will also be helping to facilitate the event schedules on the day of the event.

Outreach Coordinators



Outreach Coordinators will be working with the Director of Public Relations and the Marketing team to coordinate and create partnerships with other organizations. They will also work with Marketing to strategize outreach plans. Coordinators may have to write up press releases. Coordinators will also be responsible for reaching out to various audiences through other platforms besides social media. Some skills needed for this role are experience with scholastic outreach, press, writing, planning, and a strong work ethic.

Researchers

Researchers will be working under the Research and Technology department. Researchers will be finding online internship/volunteer opportunities, launching an anonymous study tips column to help out struggling students with a variety of subjects, like SAT, ACT, AP, college apps, general studying, time management, and more tips! They will also be coming up with more long-term project ideas, such as creating our own, unique resources to help close the gender gap in STEAM fields.

Sponsorships Coordinator

Sponsorships Coordinators will be responsible for securing grants and donations for the organization. They will be responsible for reaching out to people to receive in-kind or fiscal donations depending on the circumstances. The coordinator will also be working on writing and filling out various grants on behalf of the organization. The Sponsorships Coordinator will be working with the Director of Finance in completing these tasks. Some skills needed for this role are sponsorship outreach, strong writing skills, experience with grants (optional), and a strong work ethic.

*subject to change, depends on circumstances

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