



Position Available: Team Leader, Girls Advisory Board

Opens: May 27, 2020
Closes: June 15, 2020 for first consideration
Position Available: As soon as mutually agreeable

The National Girls Collaborative is a private, nonprofit organization with funding from federal and state government, private foundations, corporations, and individuals. Our vision is to bring together organizations throughout the United States that are committed to informing and encouraging girls to pursue careers in science, technology, engineering, and mathematics (STEM). For information about the National Girls Collaborative, visit <https://ngcproject.org>.

At the National Girls Collaborative Project (NGCP), we believe that when you empower one girl in STEM, you lift up her entire community. We have recruited over twenty phenomenal young women from diverse backgrounds, life experiences, and geography to join us as members of our Girls Advisory Board. The Girls Advisory Board is the first of its kind: a group of young women from across the country who have come together to make both local and national impacts on gender equity in STEM. Members of the Board meet regularly to share resources, work on student-run projects, and collaborate with NGCP's broader communities and partnerships. The goals of the Board are:

- to be a society of mutual support for girls in STEM and to help facilitate the success of both our members and the communities that they represent
- to inform ongoing NGCP initiatives via sharing the perspective of the girls that we are serving
- to act as a public microphone and help spread NGCP's mission directly to young women and girls

NGCP is looking for a passionate new Team Leader for our Girls Advisory Board. As a Team Leader, you need to care deeply for our mission, and be a proactive and enthusiastic advocate for the Girls Advisory Board within the greater NGCP organization. Your vision will shape the direction of the Board, so a strong sense of self-initiative is important. The Board meets and interacts primarily on social media, so experience and comfort with various social channels (including Instagram Live and IGTV) is a must. You will also be responsible for handling the day-to-day operational aspects of any ongoing Board projects, so we will prioritize detail-oriented, hands-on candidates with excellent communication skills. This position reports directly to the Founder & CEO of NGCP and works closely with the Girls Advisory Board founder.

RESPONSIBILITIES FOR GIRLS ADVISORY BOARD TEAM LEADER:

- Cultivate and maintain individual relationships with Board members. Incubate, nurture and facilitate the engagement of each member of our large and diverse Girls Advisory Board.
- Work with NGCP Collaborative Leads to regularly recruit and onboard new Girls Advisory Board members from diverse backgrounds, geographies, and interests. Be prepared to expand the Board internationally in 2021.
- Organize and run the monthly Girls Advisory Board meetings on Instagram Live, including a pre-meeting with the Board founder to discuss and set the agenda.

- Attend monthly NGCP staff meetings and identify/initiate creative ways to incorporate the Girls Advisory Board into the work that NGCP is already doing.
- Seek out branded/paying partners for the Girls Advisory Board. Be proactive and utilize both NGCP's network as well as your personal network to develop potential partners.
- Plan, budget, oversee and document all aspects of Girls Advisory Board partnerships and projects. Work closely with upper management to make sure that the scope and direction of each project is on schedule, as well as other NGCP staff for support. Make sure that our student members are loyal to any internal deadlines, and keep partners apprised of any relevant progress. Maintain productive partner relationships.
- Administrate the creation and publishing of relevant, original, high-quality content for the @Girls.Collaborative Instagram and grow the following there. Solicit content from members. Leverage the right tools to manage your content and build engagement.
- Provide regular written and oral reports and updates to keep board founders and NGCP staff apprised of progress on current projects. Work collaboratively with members of NGCP's staff, board and network.
- Other duties as assigned.

WORKING CONDITIONS

The NGCP Team Leader position is remote based, with a flexible work schedule, reports directly to the CEO.

COMPENSATION

This is a short term, contract position. The hourly rate is dependent on experience, education, and skills. Weekly hours will be an average of 8-10 hours per week. No benefits are provided.

APPLICATION PROCEDURES AND DEADLINE

Applicants are required to return a cover letter addressing the required qualifications, and a resume with a minimum of three references by Friday, June 15, 2020. Applications received after that date will be considered until the position is filled. Materials must be emailed to:

Email: kpeterson@ngcproject.org
 Subject line: Team Leader, Girls Advisory Board

The National Girls Collaborative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.