



## Communications Officer - Marketing Team

### The Role

The Communications Officer is responsible for the written content used for consistent and eloquent communication of necessary information between Robogals North America and all groups of individuals it interacts with (i.e. chapter executives, chapter volunteers, partner organizations, sponsors, etc.). The Communications Officer works directly with the Media and Design Officer to market Robogals North America in a unique and positive manner. This role reports directly to the Robogals North America REO. The time commitment of this position is estimated to be about 1 - 5 hours per week, for a minimum one-year contract subject to renewal. Applicants can be based anywhere in Canada or the United States.

### Responsibilities

- Manage all Robogals North America Social Media Accounts (Facebook, Twitter, Instagram)
- Manage Robogals North America Slack Workspace
- Work with the Media and Design Officer to generate Newsletter content to be sent to the various groups of people Robogals North America interacts with
- Manage current relationships and build new relationships with similar organizations
- Build Strategic relationships with the community (i.e. potential partners, etc.)

### Required Skills

- Strong written and oral communication (to a wide range of people through a variety of media)
- Attention to detail
- Strategic thinking, time management, forward planning, and initiative
- Self-motivated
- Creativity
- Strong understanding and passion for Robogals' mission, and an ability to express the aims of the organization with others

### Remuneration

- The ability to have a widespread impact on STEM education for young girls
- Build connections with young leaders from around the world
- Develop strong leadership, communication, and other professional skills

### How to Apply

Please send your resume and cover letter to the Robogals North America Regional Executive Officer at [kate.fenwick@robogals.org](mailto:kate.fenwick@robogals.org)