



Expansion Officer - Chapter Relations Team

The Role

The Expansion Officer is responsible for the growth and development of chapters in the Robogals North America region by reaching out to prospective chapter institutions. The Expansion Officer also works with the Regional Mentor(s) to assist chapters in the start-up process. 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

- Create and distribute an expansion package for prospective chapter institutions
- Create and distribute a chapter start-up package for new chapters
- Oversee the expansion of Robogals North America within Canada, the USA, and Mexico
- Work with the Regional Mentor(s) to assist prospective chapters
 - ◆ Communicate chapter requirements and chapter start-up process, advise prospective chapters in the steps necessary to become fully operational, assist prospective chapters in creating their community

Required Skills

- Communication (to a range of people through a variety of media)
- 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