



## Media and Design Officer - Marketing Team

### The Role

The Media and Design Officer is responsible for the design and aesthetics of the 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 Media and Design Officer works directly with the Communications 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

- Generate content (i.e. infographics, posters, etc.) to be distributed to the various groups of people Robogals North America works with (i.e. partners, chapters, etc.)
- Work with the Communications Officer to generate Newsletter content to be sent to the various groups of people Robogals North America interacts with
- Work with the Partnerships Team to generate the yearly SINE and General Sponsorship Packages

### Required Skills

- Communication (to a range of people through a variety of media)
- Interest in design and 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)