



USA Operations Manager - Robogals North America

The Role

The USA Operations Manager works alongside the Canadian Operations Manager and the Canadian/USA Finance Officers to oversee both legal and financial aspects of Robogals North America. The USA Operations Manager is specifically responsible for all legal operations and policy setting in the United States and 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 the United States.

Responsibilities

- Maintain non-profit status in the US
 - ◆ Develop a general understanding of the requirements of non-profit organisations in the United States, meet and communicate with lawyers, manage the payment of annual legal fees and submission of annual report
- Work with the REO and Operations Team to establish a budget
 - ◆ Establish and monitor budget using Excel and/or similar tools
- Assist with Financial Tracking
 - ◆ Keep track of US regional income and expenditure, issue reimbursements to volunteers and tax receipts to sponsors in the US
- Assist with special projects, which may include:
 - ◆ SINE (annual conference for chapter executives), outreach initiatives, establishing new chapters, creating regional procedures and policies

Required Skills

- Communication skills (especially over email and video chat)
- Detail-oriented
- Organisational skills
- Strong understanding and passion for Robogals' mission, and an ability to express the aims of the organisation 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 na.reo@robogals.org