



**Science
Club
for Girls**

136 Magazine St | Cambridge, MA 02139
www.scienceclubforgirls.com

Communications Associate: Part Time

Science Club for Girls: Founded in 1994, Science Club for Girls is a Cambridge-based, 501(c)3 organization that fosters excitement, confidence, and literacy in STEM for girls and young women from underrepresented communities with free, experiential, mentor-led community-based programs. With women making up less than 26 percent of the STEM workforce—and Black and Hispanic women at less than 4 percent—SCFG addresses a critical need, offering a continuum of engaging activities in STEM for K-8 girls, junior mentoring and leadership experiences for high school girls, and adult mentoring and role modeling by committed women with STEM careers.

For over 25 years, SCFG has addressed gender, racial and socioeconomic equity in STEM education. This fall, we will be expanding our programming to engage over 350 girls and 70+ mentors in Greater Boston through virtual and in-person programming. We prioritize participation of girls and women who are underrepresented in STEM by race (Black, Latina, and Native American) and/or by socioeconomic factors (low-income family background, first in their family to go to college). Having recently reinvigorated the organization, pivoted to virtual programming during the COVID-19 pandemic, and now expanding our virtual and in-person clubs—we're entering an exciting phase and are eager to welcome a Communications Associate to our growing team!

Please see our website www.scienceclubforgirls.org for more information.

The role: SCFG engages a variety of stakeholders—girls and their families, school and community partners, institutional funders and individual donors—to achieve our mission of offering free, hands-on STEM education and mentoring. The Communications Associate will provide support both to the Director of Development and Executive Director in developing and executing our communications and outreach efforts—to inform, inspire, and mobilize our community—and in maintaining the administrative systems behind these initiatives. They will create and disseminate a variety of communications and outreach materials, create visual and written content, and manage SCFG's social media platforms, website, and other e-communications. This will include gathering photos, quotes, and video clips of girls, mentors, and families to illustrate their experiences and impact of SCFG's programs.

This is a part-time position at 20 hours per week. The Communications Associate reports to the Director of Development.

Essential Duties and Responsibilities:

- Manage communications efforts with direction from the Director of Development and Executive Director; plan and implement communication strategies
- Manage social media platforms (Facebook, Instagram, Twitter, LinkedIn); create visual and written content; manage calendar; track analytics
- Manage creation and dissemination of monthly e-newsletter
- Manage the SCFG website, keeping information up to date, engaging, and accurate
- Write blog posts and press releases



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- Support communications efforts for annual Catalyst Awards event
- Develop outreach materials, including videos and photos highlighting Science Clubs 'in action' and identify opportunities to highlight SCFG's work to both internal and external audiences
- Enter and maintain accurate data in Salesforce database and across platforms
- Participate in weekly staff meetings
- Support emerging communications/outreach projects and needs
- Perform administrative duties as necessary

Qualifications and Skills:

- Bachelor's degree or equivalent
- Minimum 1 year experience developing/ managing digital communications for an organization
- Strong writing and editing skills
- Excellent judgment, time management and organizational skills
- Ability to multi-task and juggle concurrent projects
- Ability to learn quickly and integrate efficiently
- Team-player who is flexible, action-oriented and resourceful
- Ability to take initiative, work independently and collaboratively as needed
- Experience developing social media messaging; experience using content creation tools (e.g. Canva) a plus
- Experience with video editing software (YouTube, iMovie or other) a plus
- Experience with website editing software (e.g. Wix) a plus
- Database experience (e.g. Salesforce) a plus
- Fluency in Microsoft Suite and Google Workplace (Google Docs, Google Slides, Google Sheets)
- Dedication to gender equity and social justice
- Interest in science, technology, engineering, and math (STEM) education and equity

Hours:

20 hours/week with potential for flexible scheduling

Salary and Benefits:

Salary is \$25,000/year for a 20 hour per week position

Benefits include:

- One week vacation plus one week off at end of calendar year
- 12 paid holidays
- 3 personal/sick days/year

How to Apply:

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to employment@scienceclubforgirls.org, subject line: Communications Associate.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.