

WEST EXTERNAL RELATIONS & PROGRAM MANAGER

Are you passionate about women in STEM and community building? Women in the Enterprise of Science and Technology (WEST) is a non-profit Boston-based organization establishing a learning community to provide women with inspiration, knowledge, and connections to advance their careers in the STEM fields. And we are growing! Currently we are seeking to expand our team to include an External Relations & Program Manager. The Program Manager role will focus on managing and growing relationships with our member base and other key stakeholders. The qualified candidate will be responsible for providing support to the marketing and programmatic activities of WEST across multiple platforms (social media, newsletter, blog, calendar, etc.) and be a local point of contact for members, sponsors, and the WEST Board of Directors. The candidate will be a public face for the organization by representing WEST at our Boston area events and coordinating our amazing group of volunteers. This position reports to the Director of Operations and will require attendance at occasional morning events and 2-3 evening events per month. This position offers the opportunity to hone your marketing and web-analytics skills, while allowing for creativity in reaching a broader community, increasing networking opportunities, and bringing efficiencies to the organization.

Engagement: Part-time (8-12 hours/week)

Compensation: Hourly (\$15/hour)

Location: Work from home; attend events and meetings in Cambridge/Boston (primarily)

Primary Responsibilities:

- Marketing & Promotion of WEST events
 - Manage social media accounts (LinkedIn, Twitter, Instagram, Facebook, etc.)
 - Monitor the effectiveness of social media or other platforms to improve strategy and outreach
- Content development
 - Create program promotional materials, blog posts, and website content
 - Compile or develop content for the WEST newsletter
- Event management
 - Attend events as the WEST representative to meet and survey participants and manage volunteers, speakers, sponsors, set-up, etc.
- Partnering & Community Outreach
 - Represent WEST at non-WEST events (panels, conferences, awards, info tables, etc.)
 - Identify potential partnerships with other local Women in STEM organizations

Additional Responsibilities may include:

- Work with the WEST Treasurer to prepare monthly and quarterly updates to the Board
- Support Board members on fundraising activities or facilitated networking events
- Assist the Director of Operations with research, data mining, and special projects
- Coordinate annual volunteer recognition event
- Attend WEST board meetings as needed

Qualifications:

- Associates or Bachelor's Degree
- 1+ years of experience with social media platform-based marketing and event management
- Proficiency in Microsoft Office or similar software products
- Strong oral, written, and communication skills
- Enthusiasm

To apply, please email your resume and cover letter to jobs@westorg.org.