



OUT IN SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS, INCORPORATED

Position Title: Vice President of Leadership & Education

Date Prepared: August 8, 2019

Unit: oSTEM, Inc. Executive Committee

Directions for Application:

Submit a resume and cover letter to cortland.russell@ostem.org, for consideration by the oSTEM Executive Committee. The cover letter should highlight how your experience may contribute to the executive committee, and what you hope to gain by participating in a volunteer capacity with the organization.

Position Summary:

The Vice President of Leadership & Education serves as a member of the oSTEM Inc. Executive Committee and will lead a team focused on leadership and resource development for the oSTEM membership. The Leadership & Education committee will work closely with the VP of Membership and the VP of Diversity & Inclusion to understand the needs of our student and professional members while working with the VP of Marketing & Communication and the Annual Conference Committee to share content they create with our members.

The person filling this role will need to clearly define a strategy and approach for tackling the general challenge of needing more leadership and educational content for our members.

Responsibilities:

- Run our annual Leadership Development Program - inclusive of content creation, logistics, and supporting grant development
- Support the running of our Mentorship Program along with the VP of Diversity & Inclusion
- Work collaboratively across the organization to understand the leadership and educational needs of both student and professional members
- Define an education strategy with clear outcomes and a plan for accomplishing those outcomes
- Advise the board on best practices in the spaces of leadership and educational development
- Create materials and programs that support the outcomes of an education strategy
- Establish and support a committee of volunteers to accomplish these responsibilities

Expectations:

- Regularly check-in with members of the Leadership & Education committee
- Understand needs of professional and student members and develop professional development resources that support both groups
- Participate in discussions and contribute to key decisions made by the executive committee
- Attend weekly teleconference/videoconference meetings and stay up-to-date with initiatives
- Represent oSTEM with professional behavior consistent with our mission and core values

Key Relationships:

- This position reports to the President & CEO
- Key interactions include:
 - Executive Committee Officers
 - Student and Professional Volunteers
 - Leadership & Education Committee