



# Leadership Team Recruitment

## 2024

Anyone interested in manufacturing, automated technology, economics, community outreach, social change, and/or education is encouraged to apply!

✉ Contact us: [info@thesubortusproject.org](mailto:info@thesubortusproject.org)

### Background - The Subortus Project

The Subortus Project is a 501(c)(3) student-led non-profit organization launched in July 2023 striving to educate youth about America's rapidly-growing manufacturing sector

and inspire them to pursue careers in manufacturing. We are currently looking to form our core leadership team, so don't miss out!

## Application Steps

- 1) Read through the available positions at the bottom of this doc!
- 2) Fill out the interest form, found on the bottom of the "TEAM" page of [thesubortusproject.org](http://thesubortusproject.org): it should only take 10 minutes!
- 3) We'll get back to you within 1-2 days via email with a Zoom invite for a quick virtual interview—it's a low-pressure discussion, we just want to hear about your interest in and ideas for The Subortus Project!
- 4) We'll let you know whether you've been selected for the position you applied for! If not, we may offer you a different position—we value anyone who displays genuine interest and will find a way for you to contribute!

## Commitment scale

(5) Highest level of commitment (3+ hours/week). These roles are integral to the operations of The Subortus Project, so anyone in these positions must be highly dedicated to steering the nonprofit's development and deeply interested in the manufacturing sector to ensure that the organization produces innovative, professional, and unique content. These positions also require constant collaboration with all other leadership roles within the think tank.

(4) High level of commitment (2+ hours/week). These roles are key to ensuring that the organization produces quality content and performs research through credible sources and methods. These positions also require collaboration with other leadership roles within the organization.

(3) Medium level of commitment (1+ hours/week). These roles are important to the organization's growth, but do not require deep involvement.

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## Open Leadership Positions

### Social Media Director (5)

- Craft engaging and organized social media content to promote publications and

make announcements

- Take over existing Instagram account
- Launch Tiktok account
- Launch LinkedIn account
- Brainstorm unique ways to make social media interactive, not just static info
- Uphold The Subortus Project's image and mission in all social media activity
- Upload one post / three or four days
  - Upload one story / one or two days

#### Educational Content Coordinator (4)

- Research and compile information on the latest technologies and career opportunities in the manufacturing sector for NextGenMakes newsletters - Propose topics to be covered in TSP's educational content
- Brainstorm unique formats to share educational content (e.g. videos, infographics, brochures, flyers)
- Write and format engaging and neat content that is catered to youth - Manage NextGenMakes email campaigns via newsletter softwares (e.g., Mailchimp, SendInBlue)

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#### Events Coordinator (4)

- Brainstorm topics and formats for workshops, panel discussions, or other types of events!
- Organize each event, determining 1) the goal of the event 2) the necessary resources 3) the outreach required 4) the logistics

#### Communications & Outreach Coordinator (3)

- Conduct and monitor communication with external contacts (i.e., research sources like scholars, corporations, the public)
- Conduct outreach to potential sponsors or partner institutions
- Serve as secretary for weekly leadership meetings and/or meetings with external contacts

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### Staff Researcher (3)

- Gather information for educational content by searching the internet, interviewing professionals, performing field work, conducting surveys, etc. on the manufacturing news, technologies, and career opportunities