



## K-12 OUTREACH DIRECTOR:

As the K-12 Outreach Director, you are primarily responsible for outreach efforts to help attract more girls to STEM careers, which allow us to achieve our mission and maximize our impact in the community.

The K-12 Outreach Director role is a volunteer, voting position on the Board of Directors.

**Term of Office:** Two (2) years

## Qualifications:

The K-12 Outreach Director has demonstrated a willingness and enthusiasm to work towards the mission of Women & Hi Tech. She/he has demonstrated the ability to positively influence others and the willingness to solicit and obtain substantial financial contributions.

The K-12 Outreach Director should have experience in a K-12 education environment, with special consideration given to those with experience specifically in STEM education. She/he should have knowledge of or established relationships with organizations focused on girls and STEM in Indiana, as well as knowledge of the changing landscape of STEM education (and K-12 education in general), and the challenges girls face. She/he must reflect the interests of the community and Women & Hi Tech members.

All Directors shall be a member in good standing at the time of initial voting and must remain in good standing throughout their tenure.

## Responsibilities:

- Provide opportunities for Women & Hi Tech Board and members to serve as STEM models and mentors to K-12 girls.
- Manage involvement in and sponsorship of Passport to Hi-Tech (P2HT) and Ignite Your Superpower! (IYS).



- Serve as the point of contact for organizations looking for financial or volunteer support for K-12 programs.
- Evaluate K-12 outreach opportunities for Women & Hi Tech, whether from outside the organization or proposed internally, make decisions about the feasibility of each opportunity, and make recommendations to the full Board for its action.
- Coordinate with Collegiate Outreach Director on initiatives, activities and programming that reach multiple constituencies.
- Develop relationships/partnerships within the education and youth support communities.
- Attend community, industry and association events on behalf of Women & Hi Tech.
- Participate in panel discussions as a representative of Women & Hi Tech.
- Participate in Women & Hi Tech committees.
- Attend monthly board meetings.  
Submit reports monthly to the Board of Directors on the status of current and prospective sponsors.

### Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commit their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, a Director is leading her/his own area of responsibility while also contributing to other areas or the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 20-25 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).

