



## USA Operations Manager - Robogals North America

### The Role

The USA Operations Manager works alongside the Canadian Operations Manager and the Canadian Finance Officer to oversee both legal and financial aspects of Robogals North America. The USA Operations Manager is specifically responsible for all legal and financial operations in the United States and reports directly to the Robogals North America REO. The time commitment of this position is estimated to be about 1 - 5 hours per week, for a minimum one-year contract subject to renewal. Applicants can be based anywhere in the United States.

### Responsibilities

- Maintain non-profit status in the US
  - ◆ Develop a general understanding of the requirements of non-profit organizations in the United States, meet and communicate with lawyers, manage the payment of annual legal fees
- Work with the REO to establish a budget
  - ◆ Establish and monitor budget using Excel and/or similar tools
- Manage Financial Tracking
  - ◆ Keep track of US regional income and expenditure, issue reimbursements to volunteers and tax receipts to sponsors in the US
- Assist with special projects, which may include:
  - ◆ SINE (annual conference for chapter executives), outreach initiatives, establishing new chapters, creating regional procedures and policies

### Required Skills

- Communication skills (especially over email and video chat)
- Detail-oriented
- Organizational skills
- Strong understanding and passion for Robogals' mission, and an ability to express the aims of the organization with others

### Remuneration

- The ability to have a widespread impact on STEM education for young girls
- Build connections with young leaders from around the world
- Develop strong leadership, communication, and other professional skills

### How to Apply

Please send your resume and cover letter to the Robogals North America Regional Executive Officer at [kate.fenwick@robogals.org](mailto:kate.fenwick@robogals.org)