

STEM Lead

Position Description

Revised and Endorsed: March 2019

# MISSION

To be a catalyst for girls empowering girls

# PURPOSE

To promote STEM activities through NS GGC programming for girls and guiders

# ACCOUNTABILITY

Provincial Council, Provincial Program Adviser, Girl Engagement Coordinator

**RESPONSIBILITIES**

* explores, investigates and promotes new and creative ways of enhancing, enriching and presenting girl programs
* plans and organizes a variety of provincial events and activities dealing with STEM for girls-working with the event timeline
* liaise with areas to support the implementation of program opportunities for girls
* as a member of the GE committee, participates in developing strong, collaborative relationships amongst the program/camp/international sub committees and with the elected member of youth.
* ensures that planned activities are aligned with GGC's strategic priorities
* contributes to the creation and publication of articles/newsletters and messaging on matters of girl programs.
* other duties as assigned by provincial council
* complies to all provincial processes
* maintain and monitor provincial email at least three times weekly and respond in a timely manner
* attend provincial program advisory committee meetings and submit reports accordingly
* adhere to the oath of confidentiality and the code of conduct
* help to create the budget and adhere to the budget when executing events
* attend provincial program advisory committee meetings and submit reports accordingly
* attend provincial networking advisory conferences, submit reports accordingly and bring forward suggestions and proposals.
* submit reports for provincial council as well as an annual report.
* liaise with external organizations that promote STEM.

# QUALIFICATIONS

# Knowledge of programming for all branches;

# A commitment to and passion for GGC;

# Ability to work with a team and to chair meetings;

# Ability to exercise critical, analytical, and decision-focused skills;

# Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;

# Ability to develop resource materials for a variety of provincial program challenges; and,

# Ability to plan exciting, attractive, and engaging activities and events

# TERM

Three (3) years

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