



Alliance for Diversity in Science and Engineering

Description:

The Alliance for Diversity in Science and Engineering is seeking a highly motivated, detail oriented individual with an interest in volunteering in the non-profit sector for the position of **secretary**. Applicants need not have previous experience working in a non-profit, but must have an interest in advancing diversity in STEM fields. Applicants holding or currently pursuing a bachelor's degree will be considered.

About Alliance for Diversity in Science and Engineering:

The mission of Alliance for Diversity in Science and Engineering (ADSE) is to increase the participation of underrepresented groups (Women, Latinos, African-Americans, Native Americans, the LGBTQA+ community, and persons with disabilities, etc.) in academia, industry, and government. ADSE supports, organizes, and oversees local, graduate student-run organizations that reach out to students and scientists of all ages and backgrounds. We connect scientists across the nation, showcase nontraditional career paths and underrepresented minority experiences in STEM, and educate students about opportunities in the sciences. For more information, see: <http://www.allianceinscience.org/>

Expected job duties:

- Schedule meetings and events
- Manage project goals and deadlines
- Summarize notes of biweekly and other meetings
- Organize files, shared drives, and documents
- Maintain financial and social media account information

Key competencies

- Microsoft Office
- Google Suite
- Professional writing
- Verbal communication
- Time management
- Organization
- Interpersonal skills
- Administration
- Project management

To Apply:

Address application to coll@allianceinscience.org. Please include a resume or curriculum vitae, a cover letter addressing your interest, and pertinent references.