

# SciComm Trainers Network

## JOB DESCRIPTION

Position Title: Network Weaver

Status: Half-Time, Exempt

Reports to: ILI (Fiscal Sponsor) with accountability to the SCTN Core Team and Network members

The Network Weaver creates and cultivates high quality relationships and collaborations to advance the Network's purpose and priorities. Primary responsibilities include:

### *Participate as a full member of the ILI team*

- Work to advance ILI's mission to innovate around professional learning
- Adhere to ILI financial and administrative systems
- Participate in ILI organization-wide activities including all staff meetings

### *Convene the Network*

- Help design and facilitate Network virtual and in-person convenings
- Organize convening logistics, including meeting locations, catering, materials, reminders, etc.
- Together with Task Forces, organize and host Network calls in between convenings

### *Catalyze the Network*

- Orient new members and support their onboarding
- Facilitate connections between Network participants, including: brokering new relationships; reengaging inactive members; troubleshooting potential Network issues in partnership with the Core Team and Task Forces; and liaising between Network members, Task Forces, and the Core Team
- Support Network participants to more deeply connect their organization with the work of Network
- Represent the Network at external events (e.g., conferences) and on social media
- Update the Network website

### *Coordinate the Network*

- Join Core Team meetings and calls, identifying points of intersection and bottlenecks with Network Task Forces
- Track project progress, outcomes, bottlenecks
- Capture key takeaways and next steps from convenings
- Provide monthly updates to the Network Manage Network finances and budget in cooperation with ILI

- Maintain Network records (membership, financial, Core Team minutes, project team rosters and activities) in cooperation with ILI
- Maintain the Network's technological infrastructure (Zoom, Slack, Google Suite) and keep them up to date

#### *Communicate with and for the Network*

- Function as primary point of contact for the Network internally and externally, including for the Network email address
- Connect with each individual Network participant to understand their work, their organization, and how the Network can support the participant and their organization in service of shared goals
- Work to keep Network conversations vibrant and alive
- Reach out to drifting participants and find creative ways to re-engage them in the Network

#### *Resource the Network*

- Support Network fundraising efforts with the Core Team
- Work with Network members to identify and secure in-kind contributions, including meeting locations, transportation, catering, materials, etc.

#### Work Environment:

The Network Weaver will operate in a virtual working environment day-to-day with travel required for occasional in-person convenings.