

## InState Pathway Coordinators Brief

### **Pathway Coordinator Roles and Responsibilities:**

- Creating and maintaining an exhaustive list of internships/jobs/other relevant opportunities relating to your Pathway, with the rest of the team
- Designing the Pathway's mentorship scheme, with the rest of the team
  - Selecting mentors and mentees to take part in this scheme
  - Choosing content/structure of the programme
- Designing the Pathway's professional development series, with the rest of the team
  - Organising workshops, panel events, networking events, and more for your respective Pathway
- Contributing towards producing relevant content for social media pages and the website, including; commercial awareness updates; interview advice; book reviews, etc
- Developing and enhance your pathway's deliverables
- Liaising with external professionals to extend inState's network
- Working with other internal teams to complete work streams to meet the overall organisational objectives of inState
- Working under the direction of your Pathway Lead as well as the Executive Team.
  - Attending all meetings that you are required to attend, including, but not limited to: weekly pathway meetings and fortnightly inState team meetings.
  - Fulfilling work-streams assigned to you by your Pathway Lead

### **Role requirements:**

- Having attended a state-school (including grammar schools) throughout your academic journey.
- A commitment to social mobility initiatives.
- An appetite for a corporate profession.
- Outstanding communication skills and the ability to network well.
- Good Teamwork skills.

