



## SCWIST AMBASSADOR

### SCWIST 1-year Volunteer Opportunity

SCWIST (The Society for Canadian Women in Science and Technology) is a not-for-profit society that specializes in improving the presence and influence of women and girls in STEM (Science, Technology, Engineering, and Math) in Canada. SCWIST promotes participation and advancement through education, networking, mentorship, collaborative partnerships and advocacy. SCWIST's vision is an environment where girls and women in Canada pursue their interest, education and careers in science, technology, engineering and math (STEM), without barriers.

#### Opportunity

SCWIST is seeking an enthusiastic and proactive volunteer, "**SCWIST Ambassador**", to join our team. The role reports to the Director of Membership and is a 1-year term for an average of 6 hours per month (possibly more in the months when a big event happens e.g. Wonder Women Networking and Women in STEM Job Fair).

SCWIST organizes 10 – 15 annual networking events and professional development workshops for its members as well as non-members . The SCWIST Ambassador will attend the SCWIST events and connect with the SCWIST members and non-member attendees and should be able to answer questions from members and non-members about the organization and membership benefits. The ambassador will also collaborate with other SCWIST teams, especially the Event team for a cross-functional approach to enhance the SCWIST value and spread the SCWIST's mission and vision.

#### Responsibilities include:

Attending at least 6 events per year with the following targets

- Meeting with the attendees and promoting the membership benefits
- Meeting with the attendees and sharing the SCWIST mission and vision and values
- Following up with the attendees after the events
- Presenting some key statistics or a success story of the SCWIST members in an event
- Answer the question from attendees and connecting them with the desired director/or others if needed

#### Skills and Qualifications

The successful candidate will possess many of the following skills. When in doubt, apply!

- Studying or graduate of a Human Resources, Communications, Project Management, Event Planning, and/or STEM program
- Having a good knowledge of the SCWIST programming, history, and vision
- Comfortable with communicating with individuals having diverse experience, background, and ethnicity



- Professional and clear English communication skills, both verbal and written
- Organized, responsive, and social

### **Term and Location**

The standard hours for the SCWIST Ambassador are mostly in the evenings. The events are usually organized for 2-3 hours except Wonder Women Networking and Women in STEM JobFair which go for a longer time. This is a 1-year term for an average of 6 hours per month (72 in total).

This position is ideal for someone based out of Metro Vancouver. The scope of work requires following the events schedule, which are likely to be held in Vancouver during weekdays in the evening or on weekends.

### **How to Apply**

Please complete a volunteer application at: <https://scwist.ca/get-involved/volunteer/>.

Include a note indicating you are applying for the “SCWIST Ambassador” role.

We encourage volunteers of all backgrounds and diversity to apply including those with lived experience or otherwise don't have the exact skills and qualifications noted above. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the volunteer application or interview process, to perform crucial volunteer role functions, and to receive other benefits and privileges of volunteering with SCWIST. Please contact us to request accommodation.