Career Fair Logistics Coordinator
SCWIST 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 3-5 proactive volunteers in the role of "Career Fair Logistics Coordinator" to join our team and assist with the organization of the annual job fair. This is a 3-month term (from April 11, 2022 to June 30, 2022) with a total of 60 hours - based on an average commitment of 3-5 hours per week.

The career fair logistics volunteers will be involved in working on connecting with potential speakers and experts who can speak on broad topics around diversity and inclusion in the workplace as well as hosting the speakers at specified sessions throughout the day. The career fair logistics volunteers will also help to manage registrations for the annual job fair.

Responsibilities
The SCWIST Career Fair Logistics Coordinator will provide the following services:

- Collaborate with the SCWIST Business Development team in the coordination and planning of the job fair including to:
  - Identify and connect with subject experts on inclusivity/diversity and professional growth
  - Proactively track and maintain up-to-date information on prospective speakers
  - Assist with scheduling meetings/sessions and hosting speakers
  - Act as a liaison between the speakers and SCWIST
  - Assist in the registration and in the coordination of the sessions for the job fair
  - Collaborate with the SCWIST Marketing team to create branding strategies and promotional communications
  - Ensure cohesion and adherence to the SCWIST Brand guide, and ensure messaging aligns with the SCWIST vision, mission and values
- Collaborate with the SCWIST Business Development team and support other SCWIST teams in advocacy, fundraising, and community partnership activities to assist in the coordination and promotion of the job fair
- Provide weekly progress reports in writing relating to the above services
Skills and Qualifications

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

- Studying or graduate of a communications, marketing, digital media, business or other applicable post-secondary program
- Interest in gender equity and STEM programs, advocacy and impact
- Ability to write creative and compelling messaging to engage target audiences
- Excellent English communication skills, both verbal and written are required; French is an asset
- Strong ability to collaborate and work with people remotely using virtual platforms
- Organized, detail oriented, self-motivated and with a strong work ethic
- Have a positive attitude and strive to be a productive, solution-focused member of the team
- An equivalent combination of training and experience will also be considered

Term and Location

This is a volunteer position with expected commitment of approximately 12-20 hours per month (3-5 hours per week). Target start date is April 11, 2022 with completion of the term expected to be June 30, 2022.

This position is ideal for someone located anywhere in Canada, since the work can be done remotely using virtual platforms.

How to Apply

Please complete a Volunteer Sign up application. Include a note indicating you are applying for “Career Fair Logistics Coordinator”.

Applications will be reviewed as received with a closing date of April 10, 2022.

We encourage candidates of all backgrounds and diversity to apply including those with lived experience or otherwise who may not have the exact skills and qualifications noted above. Thank you for your interest in this opportunity to remove barriers for women and girls in STEM!