



Corporate Outreach and Sponsor Recruitment

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 2-3 resourceful and proactive volunteers in the role of "Corporate Outreach and Sponsor Recruitment" to join our team. The role will work closely with the Business Development Team and report to the Director of Business Development to assist in organizing the annual SCWIST 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 Corporate outreach and sponsor recruitment volunteer will be involved in identifying and reaching out to companies with a potential interest in joining our jobs fair for talent recruitment, hosting a career spotlight, or providing monetary and in-kind sponsorship. This volunteer position will have the opportunity to upgrade their skills in business development and partnership engagement.

Responsibilities

The SCWIST Corporate Outreach and Sponsor Recruitment will provide the following services:

- Collaborate with the SCWIST Business Development team in the recruitment of STEM companies as participants and/or sponsors of the job fair:
 - Identify and connect with companies to gauge their interest in the job fair
 - Meet with companies and discuss participation/sponsorship opportunities at the job fair
 - Actively track and document leads and prospective connections
 - Collaborate with the job fair team on any major changes required to provide deliverables in a timely manner
- 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 events including Brown Bag series, webinars, and other SCWIST events relating to all SCWIST programs and projects
- Provide weekly progress reports in writing relating to the above services
- This role will report to the SCWIST Director of Business Development and will receive input from other SCWIST Board of Directors and project stakeholders.

Skills and Qualifications

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

- Studying or graduate of STEM, communications, business or other applicable post-secondary program, with demonstrated interest in business development
- Interest in gender equity and STEM programs, advocacy and impact
- 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
- Previous partnership engagement and outreach experience will be of asset

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, with possibility of extension.

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 "Corporate Outreach and Sponsor Recruitment".

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!