

DIGITAL CONTENT SPECIALIST

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. Our members and community are most numerous in BC, and we have affiliates in Alberta, Manitoba, Quebec, and our online programs are across Canada. SCWIST promotes participation and advancement through education, networking, mentorship, collaborative partnerships and advocacy.

SCWIST Volunteers develop skills, gain valuable experience and expand their network. Come join us to contribute to program delivery and advocacy work to further SCWIST's vision of an environment where girls and women in Canada pursue their interest, education and careers in science, technology, engineering and math (STEM), without barriers.

Do you enjoy writing about advocacy and STEM? Are you looking to get more involved with SCWIST?

Opportunity

SCWIST is seeking an innovative and resourceful volunteer, "**Digital Content Specialist**", to join our Communications Committee. The role reports to the Director of Communications and is a minimum 12-month term.

The **Digital Content Specialist** will assist the Communications Committee by developing content to share on SCWIST's blog, various social media channels and newsletter.

Key Responsibilities

- Research, write and edit blog posts
- Assist Newsletter Editor-in-Chief with the monthly newsletter
- Develop and distribute digital content to promote SCWIST's brand and vision
- Generate basic graphics to accompany content
- Consult with Communications Committee regarding content requirements
- Participate in the Communications Committee's monthly meetings

Skills and Qualifications

The successful candidate will possess many of the following skills or is willing to learn. When in doubt, apply!

- Studying or graduate of a Communications, Marketing, STEM or other applicable post-secondary program
- One to three years of experience in a communications role or an equivalent combination of training and experience will also be considered
- Interest in gender equality and science, technology, engineering and mathematics policies and programs
- Demonstrated ability to effectively create basic graphics considered an asset, but not a requirement
- Excellent verbal and written communication skills, with strong copywriting and editing abilities
- Ability to adopt SCWIST's voice
- Proficient in Mailchimp, Facebook, Twitter, Instagram, Hootsuite, Slack, G Suite
- Strong ability to collaborate and work with people remotely

Term and Location

We anticipate this role to be about 4-5 hours per week. Given the training and onboarding time, we ask for at least a 1-year commitment.

This volunteer opportunity is ideal for someone anywhere in Canada, as it can be done remotely.

How to Apply

Please complete a volunteer application at: <https://scwist.ca/get-involved/volunteer/>. Include a note indicating you are applying for the “**Digital Content Specialist**” 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.

Thank you for your interest in this opportunity to remove barriers for women and girls in STEM!