

## EVENTS 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. 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.

Are you an event organizer with a passion for gender equality? Do you want to contribute your skills to shape the events SCWIST offers?

#### Opportunity

SCWIST is seeking an organized and proactive volunteer, “**Events Coordinator**”, to join our Events Committee. The role reports to the Director of Events and is a minimum 12-month term.

The **Events Coordinator** will help organize SCWIST events, both virtual and in-person. This is an opportunity to hone existing event planning skills or learn the intricacies of event planning.

#### Key Responsibilities

- Manage logistics for SCWIST events: Job Fair, Wonder Women in STEM, brown bags, pub nights, AGM, political debates, mentoring matchups, workshops, etc.
- Engage and motivate members and community to participate in SCWIST events
- Participate at events – flexibility to volunteer evenings and weekends
- Work with the Communications Committee to promote events
- Report on progress to Director of Events
- Participate in the Events Committee's regular (likely monthly) meetings

## Skills and Qualifications

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

- One to two years of experience in an event planning 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
- Ability to solve problems independently and under pressure
- Proficient in Slack, Zoom, G Suite
- Excellent verbal and written communication skills
- Strong ability to collaborate and work with people remotely
- Positive demeanor and strives to be a productive, solution-focused teammate

## 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 can be done mostly remotely, with in-person needs on event dates.

## How to Apply

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