

## IMMIGRATING WOMEN IN STEM (IWIS) EVENT COORDINATOR

### SCWIST 9-month Volunteer Opportunity (September-May)

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 passionate about strengthening multi-cultural networks and improving employable skills for newcomers to Canada? Are you an outgoing and organized individual who wants to strengthen SCWIST's relationships with partner organizations like ISSofBC, MOSAIC, and YWCA?

#### Opportunity

SCWIST is seeking an organized, accessible, and sociable volunteer, "**IWIS Event Coordinator**", to join our IWIS Committee. The role works closely with the IWIS Program Manager and reports to the Director of Leadership. The role is a minimum 9-month term.

The **IWIS Event Coordinator** will impact the inclusion of diverse women within the SCWIST community by creating and participating in programs directed at newcomers employed in or studying STEM. The IWIS Event Coordinator will ensure IWIS events will be smoothly executed in conjunction with members of partner organizations.

#### Key Deliverables:

- At least one large (>50 attendees) IWIS event implemented (e.g., workshop, speaker session, networking event)
- At least one smaller (>15 attendees) IWIS events implemented (e.g., pub night)
- Attend at least 3 events organized by partner organizations (e.g., MOSAIC conference, ISSofBC conference, etc.) to promote SCWIST

#### Key Responsibilities:

- Work with IWIS Program Manager and partner organizations to plan IWIS events for SCWIST's immigrant members

- E.g., workshops, speaker or panel discussions, information sessions, or networking events
- Work with Events team to execute the logistics of IWIS events such as finding speakers and workshop leaders, booking venues, delegating volunteers, and catering for events
- Work with Volunteer Coordinator and Events team to arrange for event volunteers
- Represent SCWIST and IWIS at events organized by partner organizations such as MOSAIC, ISSofBC, YWCA, IWS
- Report on progress to Director of Leadership and IWIS Program Manager
- Attend a monthly IWIS Committee meeting (remote or video conference)

### **Skills and Qualifications**

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

- Studying or graduate of a STEM, Business Administration, Project Management, or other applicable post-secondary program
- Interest in gender equality and science, technology, engineering and mathematics policies and programs
- Ability to communicate effectively with people having diverse backgrounds
- Proficient in G Suite, Outlook, and Excel
- Experience as an immigrant in Canada is an asset but not a requirement
- Organized, responsive, outgoing, and detail-oriented
- 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 5-6 hours per week. Given the training and onboarding time, we ask for at least a 9-month commitment. The majority of responsibilities can be completed via email, phone calls, and video conference.

There is a requirement to attend IWIS events and partner organizations' events in person (usually on weeknights or weekends). Availability during weekdays from 9am-5pm is an asset, as many partner organizations operate during regular work hours.

This volunteer opportunity is ideal for someone based out of Metro Vancouver as it requires attending some events or meetings in person. The scope of work includes remote/video conference meetings every month with the Director of Leadership and the IWIS Program Manager.



## How to Apply

Please complete a volunteer application at:

<https://scwist.ca/get-involved/volunteer/volunteer-sign-up/>. Include a note indicating you are applying for the “**IWIS Event 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!