



JOB FAIR COORDINATOR

SCWIST 6-month Volunteer Opportunity (December-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. 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 a resourceful and proactive volunteer, "**Job Fair Coordinator**", to join our team. The role reports to the Director of Leadership and is a 6-month term for an average of 6 hours per week (possibly more as the Job Fair date approaches in May 2021).

The Job Fair Coordinator will organize, schedule, and implement one of SCWIST's most important events, the SCWIST Women in STEM Job Fair. The Job Fair Coordinator will work closely with the Job Fair Recruiter and community partners to put together an event that benefits both employers and job seekers and promotes employment opportunities for women in STEM. The Job Fair Coordinator will also collaborate with other SCWIST teams for a cross-functional approach to executing a successful event.

Key Deliverables

Planning and implementing a job fair with the following targets

- At least 18 exhibitors from industry and non-profit organizations (in collaboration with the Job Fair Exhibitor Recruiter)
- At least 200 female-identifying attendees
- 2 panel discussions with topics related to STEM and/or females in the workplace
- At least 3 resume reviewers

Responsibilities

- Support the Job Fair Exhibitor Recruiter to recruit employers as exhibitors
- Work with Communications team to promote the job fair to recruit attendees that are women in STEM (within and outside of SCWIST)
- Draft and distribute a brief program schedule and exhibitor manual
- Update exhibitors on planning progress intermittently
- Work with Events team and SCWIST's community partners to manage logistics such as venue, booth space and set-up, attendee registration process, food and beverages
- Curate lists of questions for panel discussions



- Work with Volunteers and Events team to delegate responsibilities to event volunteers
- Report on progress to Director of Leadership and Job Fair Exhibitor Recruiter

Skills and Qualifications

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

- Studying or graduate of a Human Resources, Communications, Project Management, Event Planning, and/or STEM program
- Ability to quickly learn and manage the variety of moving parts of planning a large event
- Comfortable with communicating with individuals having diverse experience, from industry professionals to new volunteers
- Professional and clear English communication skills, both verbal and written
- Familiar with G Suite and Outlook
- Experience in orchestrating projects or events for philanthropic purposes is an asset but not required
- Organized, responsive, and collaborative

Term and Location

The standard hours for the Job Fair Coordinator are mostly flexible, except for the requirement to attend the Job Fair which is likely to be held in Vancouver during a weekday afternoon in May.

This is a 6-month term for an average of 5-6 hours per week (120-144 in total). Ideal term start date is on or before December 1, 2020 with completion by May 30, 2021.

This position is ideal for someone based out of Metro Vancouver. The scope of work requires attending the Job Fair, which is likely to be held in Vancouver during a weekday afternoon in May, in person. The position also requires at least one in-person meeting at the selected venue. The scope of work includes remote/video conference meetings every two weeks with the Director of Leadership and Job Fair Exhibitor Recruiter.

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 “**Job Fair 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



SCWIST SOCIETY FOR
CANADIAN WOMEN IN
SCIENCE & TECHNOLOGY

www.SCWIST.ca
311- 525 Seymour Street
Vancouver, BC V6B 3H7

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.