



## **JOB FAIR EXHIBITOR RECRUITER**

### **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 Exhibitor Recruiter**", 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 Exhibitor Recruiter will recruit employers and non-profit organizations to be exhibitors at one of SCWIST's most important events, the SCWIST Women in STEM Job Fair. The Job Fair Exhibitor Recruiter will work closely with the Job Fair Coordinator to attract STEM companies that are interested in increasing employment opportunities for women in STEM.

#### **Key Deliverables**

Recruiting numbers of exhibitors as follows:

- At least 15 employers from STEM companies
- At least 3 non-profit organizations related to STEM or newcomer employment
- At least 4 technical panelists for panel discussions (which can also be exhibitors)

#### **Responsibilities**

- Invite past employers and exhibitors to return for the upcoming job fair
- Make a list of prospective new employers and research contact information
- Edit (or create your own!) invitation letter or e-solicitation targeting employer involvement
- Contact human resource specialists and hiring managers of each prospective employer
- Follow up with employers to confirm their attendance
- Register employers through a registration process
- Work with the SCWIST Administrator to collect exhibitor registration payments
- Report on progress to Director of Leadership and Job Fair Coordinator

#### **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, and/or STEM program
- Comfortable with soliciting involvement from industry professionals who are unfamiliar with SCWIST
- 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, persistent, and detail-oriented
- Positive attitude and strives to be a productive, solution focused team player

### **Term and Location**

The standard hours for the Job Fair Exhibitor Recruiter are flexible as most of the responsibilities can be fulfilled via email or phone. It is preferred that the Job Fair Exhibitor Recruiter is able 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 anywhere in Canada. It is preferred, but not a requirement, for the Job Fair Exhibitor Recruiter to attend the Job Fair in person. The scope of work includes remote/video conference meetings every two weeks with the Director of Leadership and Job Fair Coordinator.

### **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 Exhibitor Recruiter**” 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!