

LEAD, COMMUNICATIONS COMMITTEE

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 keen to strengthen SCWIST's impact? Do you want to join the SCWIST team of volunteers?

Opportunity

SCWIST is seeking a dynamic and creative volunteer, "**Lead, Communications Committee**", to join our Communications Committee. The role reports to the Director of Communications and is a minimum 12-month term.

The **Lead, Communications Committee** will work closely with all members of the Communications Committee to develop a promotion strategy and communication plan.

Key Responsibilities

- Develop and implement promotion strategy and communication plan in conjunction with Social Media Manager, Newsletter Editor-in-Chief and Events Committee
- Supervise and participate in the development of all communications and marketing content
- Strengthen SCWIST's brand image
- Understand social metrics and work with Social Media Manager and Newsletter Editor-in-Chief to create monthly report on impact metrics
- 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
- Three to five 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
- Excellent verbal and written communication skills, with copywriting and editing abilities
- Ability to adopt SCWIST's voice
- Proficient in Facebook, Twitter, Instagram, Hootsuite, Mailchimp, Slack, G Suite
- 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 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 “**Lead, Communications Committee**” 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!