

NEWSLETTER EDITOR-IN-CHIEF

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.

Do you want to amplify SCWIST's message? Are you looking for an opportunity to improve your Mailchimp skills?

Opportunity

SCWIST is seeking a creative and resourceful volunteer, "**Newsletter Editor-in-Chief**", to join our Communications Committee. The role reports to the Director of Communications and is a minimum 12-month term.

The **Newsletter Editor-in-Chief** curates content for the monthly newsletter. This collection of advocacy articles and events keeps the SCWIST community informed.

Key Responsibilities

- Write, edit, schedule, and format monthly newsletter
- Research relevant community events and resources to include
- Incorporate SCWIST updates
- Update and maintain mailing list
- Manage and update templates and tools as needed
- Ensure content is relevant to the community
- Create workback schedule for monthly newsletter creation
- Analyze Mailchimp reports and provide corresponding SCWIST monthly report to Lead, Communications Committee
- 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
- One to three 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 strong copywriting and editing abilities
- Ability to adopt SCWIST's voice
- Proficient in 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 2 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 “**Newsletter Editor-in-Chief**” 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!