

SCHOLARSHIP AND AWARDS MANAGER

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.

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 lower barriers to entering STEM fields for girls and women? Are you often inspired by the ambition, creativity, and passion for STEM shown by girls and women?

Opportunity

SCWIST is seeking an passionate and strategic thinker with excellent relationship-building skills to fulfill the role, "**Scholarship and Awards Manager**", to join our Professional Development. The role reports to the Director of Leadership and is a minimum 9-month term.

The **Scholarship and Awards Manager** will impact the efficacy of SCWIST funds towards lowering barriers to entry for girls and women aspiring to enter STEM programs. The Scholarship and Awards Manager will promote scholarships and awards funded by SCWIST, review applications with a committee to select recipients, and follow up with recipients on their projects to encourage long-lasting relationships with SCWIST.

Key Deliverables:

- At least 6 Youth Skills Development Scholarships distributed
- At least 2 Youth Leadership Awards distributed
- At least 1 SCWIST Adult Scholarship distributed
- Continued distribution of endowment-funded awards at BCIT and UNBC

Key Responsibilities:

- Promote scholarships and awards on various communication channels, including social media, newsletter, community partners, schools, scholarship providers, student organizations, etc.
- Oversee the online scholarship application process
- Respond to inquiries regarding scholarships from students, parents, and schools
- Work with a review committee, including members of the Youth Engagement team, to review applications and select recipients

- Prepare communications to applicants regarding award status
- Work with Finance team to ensure funds are properly distributed
- Follow up with recipients to maintain strong relationships
- Report on progress to Director of Leadership, msinfinity Coordinator, and Director of Youth Engagement

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 Communications, Marketing, and/or STEM program
- Ability to adapt to changing circumstances while working with a variety of personalities and priorities
- Knowledge of student and donor outreach services is an asset but not required
- Demonstrated ability to effectively organize data through spreadsheets
- Professional and clear English communication skills, both verbal and written
- Familiar with G Suite and Outlook
- Strong ability to collaborate and work with people remotely
- Organized, detail oriented, strategic thinker

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.

This volunteer opportunity is ideal for someone anywhere in Canada as it can be done remote/virtually. The scope of work includes remote/video conference meetings every month with the Director of Leadership.

How to Apply

Please complete a volunteer application at: <https://scwist.ca/get-involved/volunteer/>. Include a note indicating you are applying for the “**Scholarship and Awards Manager**” 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!