

## VOLUNTEER COORDINATOR

### SCWIST 12-month 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 make a MASSIVE improvement in SCWIST's ability to put on impactful and engaging events and programs? Do you want to open the door for individuals to give back to the STEM community in meaningful ways and potentially facilitate securing employment opportunities?

#### Opportunity

SCWIST is seeking an organized and proactive volunteer, "**Volunteer Coordinator**", to join our Volunteers Committee. The role works closely with the Volunteer Engagement Specialist and reports to the Director of Leadership. The role is a minimum 12-month term.

The **Volunteer Coordinator** will ensure that SCWIST is operated with the most committed and reliable people. SCWIST programs and events are almost entirely run by volunteers; therefore, having strong volunteer committees is imperative to successfully increasing participation and advancement of women in STEM through SCWIST. The Volunteer Coordinator will open doors for volunteers to support like-minded individuals and to attain skills that are useful in the workplace.

#### Key Deliverables:

- A full roster of volunteers for each committee (5-8 committees, approximately 3-5 volunteers per committee)
- At least 50% volunteers pledging to be Tier-1 volunteers (committee volunteers that contribute to SCWIST for 1+ years)
- 6 (bi-monthly) volunteer on-boarding sessions for newly recruited volunteers
- 1 Volunteer Training and Appreciation Day

### Key Responsibilities:

- Recruit volunteers through various approaches (e.g., social media, events, networking)
- Work with SCWIST Administrator to execute volunteer recruitment process, including responding to applicants, reviewing applications/resumes
- Direct applicants to board members or leads of committees that applicants are interested in
- Disseminate request for volunteers when a board member requires a volunteer for a vacant committee position or event
- Work with Volunteer Engagement Specialist to implement on-boarding sessions and update volunteer committee list accordingly
- Track volunteer hours and activity to determine volunteer retention
- Organize and implement a Volunteer Training and Appreciation Day which highlights achievements of SCWIST's most valued volunteers and is an opportunity for new volunteers to learn about the organization from experienced volunteers
- Report on progress to Director of Leadership and Volunteer Engagement Specialist
- Attend a monthly Volunteers Committee meeting (remote or video conference)

### 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 Human Resources, Business Administration, STEM, or other applicable post-secondary program
- Interest in gender equality and science, technology, engineering and mathematics policies and programs
- Ability to communicate effectively with people having diverse backgrounds
- Proficient in G Suite, Outlook, and Excel
- Experience as an operations manager or recruiter is an asset but not a requirement
- 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. The majority of responsibilities can be completed via email, phone calls, and video conference. There is a requirement to attend the Volunteer Training and Appreciation Day in person (likely to be on a weekend).

This volunteer opportunity is ideal for someone based out of Metro Vancouver as it requires attending some events or meetings in person. The scope of work includes remote/video



conference meetings every month with the Director of Leadership and the Volunteer Engagement Specialist.

### **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 “**Volunteer 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 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!