

VOLUNTEER ENGAGEMENT SPECIALIST

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 a motivated and outgoing volunteer, "**Volunteer Engagement Specialist**", to our Volunteers Committee. The role works closely with the Volunteer Coordinator and reports to the Director of Leadership. The role is a minimum 12-month term.

The **Volunteer Engagement Specialist** will ensure that SCWIST is operated with the most committed and reliable people. SCWIST programs and events are almost entirely run by volunteers; therefore, SCWIST must reward volunteers for their efforts and ensure they are strongly bonded to the SCWIST community. The **Volunteer Engagement Specialist** will help volunteers feel a sense of belonging and understand the mission, vision, and values of SCWIST.

Key Deliverables:

- A full roster of volunteers for each committee (5-8 committees, approximately 3-5 volunteers per committee)
- At least 2 feedback communications (email, survey, or phone call) with each volunteer throughout the year
- 6 (bi-monthly) volunteer on-boarding sessions for newly recruited volunteers
- 1 Volunteer Training and Appreciation Day

Key Responsibilities:

- Work with Volunteer Coordinator to implement on-boarding sessions and update volunteer committee list accordingly
- On a bimonthly basis, guide cohorts of new volunteers along an onboarding program
- Create an Introduction to SCWIST module as part of volunteer onboarding process
- Solicit volunteer feedback on a bi-monthly basis to ensure volunteers are satisfied and well-placed
- Work with the appropriate board member to train new volunteers (e.g., review the description of the applicable role together)
- 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 Coordinator
- Attend a monthly Volunteers Committee meeting (remote or video conference)

Skills and Qualifications

The successful candidate will possess many of the following skills or willingness 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 in a youth or volunteer outreach role 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 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 “**Volunteer Engagement Specialist**” 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!