



**SCWIST** SOCIETY FOR  
CANADIAN WOMEN IN  
SCIENCE & TECHNOLOGY

### **Job Opportunity – Hourly Contract Opportunity**

Position: **Indigenous Coordinator**

Reports to: Director, Youth Engagement

#### **About Us:**

The Society for Canadian Women in Science and Technology (SCWIST) is a non-profit association that promotes, encourages and empowers women and girls in Science, Technology, Engineering and Mathematics. Our Youth Engagement Committee offers ms infinity (math + science = infinite possibilities) programs, which introduces youth to exciting career options and role models in STEM. Our workshops, designed with fun-filled activities bring STEM alive, while our conferences introduces youth to jobs from all areas of STEM. We also provide the support youth need when deciding how to take their interest in STEM further with our online mentoring programs.

In addition to these traditional SCWIST programs, SCWIST has recently partnered with Eagles of Tomorrow, which aims to bridge systemic gaps in mathematics fundamentals among Indigenous children in inner city schools in Vancouver, Canada. SCWIST will be expanding the Math, Yes We Can program designed by the founder of Eagles of Tomorrow to improve the math performance and graduation rate of Indigenous students in Vancouver Canada.

#### **Position Overview:**

The Indigenous Coordinator will organize SCWIST events, with the target audience being the Indigenous youth in British Columbia. The Indigenous Coordinator will also support the Eagles of Tomorrow's Math, Yes We Can program by facilitating classes using the resources provided.

#### **Key Responsibilities:**

1. Cultivate relationships with key stakeholders involved in the science education of Indigenous communities in BC.
2. Design and deliver innovative STEM programs (STEM Forward Workshops) for Indigenous youth. As this will involve new programming with new communities, it may involve a large event or several small events that are being conducted throughout the year. For these events:
  - a. Recruiting and training volunteers to run these events may be required.
  - b. Promoting events and summarizing feedback for reporting internally and to external funding agencies is required.
3. Assist in the seeking of funds (e.g. grants, sponsorships) for large events / camps.
4. Support the running of the current ms infinity programs and scholarships/awards/grants -- Quantum Leaps (our STEM career conferences); eMentoring (our online mentoring program); Youth Leadership Awards, Youth Skills Development Scholarships, Indigenous Youth Skills Awards, and the SCWIST Science Fair Awards (our Youth Engagement scholarships) – and the Math, Yes We Can program. To do so, the Indigenous Coordinator will:



**SCWIST** SOCIETY FOR  
CANADIAN WOMEN IN  
SCIENCE & TECHNOLOGY

- a. Either identify youth in the Indigenous communities who will run the Quantum Leaps conferences with your support, or organize Quantum Leaps conferences with the help of volunteers.
- b. Promote the use of the mentorship program amongst potential mentors and youth of Indigenous heritage.
- c. Suggest changes or additions to the mentorship program, the Quantum Leaps conferences and/or the scholarships that will better fit the needs of Indigenous youth.
- d. Undergo training and teach the Math, Yes We Can program using the resources provided.
5. Promote the ms infinity programs, the Math, Yes We Can program and report activities
  - a. Communicate ms infinity program updates using the SCWIST communication forms (Twitter, Website, Newsletter, Facebook).
  - b. Provide monthly progress reports at the Youth Engagement committee meetings.
6. Participate in the weekly Youth Engagement and bi-weekly Eagles of Tomorrow committee meetings through phone call/ video conference.

Qualifications:

- A demonstrated interest in science or education
- Experience in Indigenous culture with knowledge and connections with the communities is a huge asset
- Proficient in English; proficiency in an Indigenous language is an asset
- Excellent project management skills
- Positive, enthusiastic attitude
- Experience in informal science education and program coordination is an asset
- Ability to present the Society well in the science learning and promotion community
- Strong organizational and communication skills
- Self-motivated with attention to detail
- Experience in event organization and management, as well as experience managing budgets, an asset
- Excellent knowledge in MS Office and social media tools
- Willingness to learn new tools and processes

- All offers are subject to satisfactory completion of reference and police criminal record check –

Applications will be accepted until **January 28, 2021** or until the position is filled. Please send a **cover letter and resume** with “Indigenous Coordinator” in the subject line to the Acting Youth Engagement Director, JeAnn Watson, at [jwatson@scwist.ca](mailto:jwatson@scwist.ca). We would like to thank all candidates. However, only those selected for an interview will be contacted.