

AWSN Awards Coordinator

The Alberta Women's Science Network (AWSN) is a non-profit organization that supports advocacy towards a more diverse and inclusive STEM (Science, Technology, Engineering and Math) future. AWSN has been supporting the greater STEM community in Alberta for over 25 years. AWSN's primary focus is to connect, unite, support, and promote STEM programs throughout the province.

AWSN acts as a platform that initiates or supports programs, partners, and stakeholders who amplify, magnify, or accelerate systemic and social change within the greater community, allowing all to participate to their full capacity in STEM.

AWSN is looking for a results-oriented professional whose main focus will be to coordinate the second year of the redesigned AWSN scholarship program. Reporting to the AWSN Awards Chair, the successful candidate will be a well-rounded and experienced professional with a background in both qualitative & quantitative analysis, project management, and report writing. This is an exciting time to join AWSN as the group is embarking on a new chapter of growth within their scholarship endeavours.

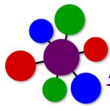
Job Description: Six-month term contract position for the AWSN Scholarship program

Six-Month Term Contract: May 1 – October 31, 2022

Time Requirement: 32 hours/month

Responsibilities:

- Achieve operational goals through the design and execution of a project plan for the second year of the redesigned AWSN scholarship program
- Research and prioritize community partners and supporters to help disseminate the scholarship information
- Organize the marketing campaign for the program launch
- Act as the point person for potential applicants as they apply
- Website coordination and maintenance
- Data compilation and organization from the scholarship applications
- Data analysis of both qualitative and quantitative information from the program to support future program design
- Work directly with the AWSN Awards Committee to support the adjudicators in completing their task of selecting 10 scholarship award recipients and 2 recognition award recipients
- Create a final report for the AWSN Executive and Board.



Qualifications/Expertise:

- Bachelor's degree or diploma in a relevant area pertaining to the program goals
- PMP certification or experience with project management
- Proven track record of successful goal achievements in program development and execution
- Exceptional interpersonal skills
- Ability to multi-task while working independently and as a team member; self-manage work-load pressures within a results-oriented environment
- Drive and ambition to develop and maintain relationships with potential program partners and supporters.

Assets:

- Background in CiviCRM systems for data collection and organization
- Background in non-profit governance
- Background in Gender Based Analysis Plus (GBA+)

Application Deadline: April 25, 2022

Please provide a cover letter and resume.

Submit to: <https://www.awsn.org/scholarship-coordinator-application>

Questions or more info: scholarships@awsn.org

Note: AWSN is an equal access to opportunity work environment.