



<b>Job Title:</b>	<b>Program Manager</b>
<b>Reporting To:</b>	AWSN President
<b>Contract Conditions:</b>	12-Month (eligible for renewal) Self-directed hours (5-10 hours/week - may vary with time of year) Salary: \$600/month
<b>Location:</b>	Able to work from home or other location Must reside in Alberta, Canada
<b>Note:</b>	12-month commitment required

## Overview:

The Alberta Women's Science Network (AWSN) is a non-profit society that strives to increase diversity and create equal opportunity for women in the science, technology, engineering, and mathematical fields (STEM). AWSN has three core pillars of activity through which we conduct our business:

- **Recruitment/Attraction** – exposing diverse groups of youth to careers in STEM
- **Retention/Advancement** – supporting women to remain in and advance in their chosen fields
- **Recognition** – highlighting strong mentors, volunteers, and individuals making a difference in their fields.

This key position will coordinate and perform the duties of Manager, IT & Program Partnerships for AWSN. The Manager will report to the President on directions and activities of the society and carry out or ensure the mandates of the society are performed in a timely and quality manner.

## Key Responsibilities:

- Act as the central point of contact for AWSN communications and inquiries – Answer emails that come to AWSN, respond to questions, and forward matters addressed to the executive team as appropriate
- Manage and update the AWSN website – Maintain website content, ensure information is current, and support ongoing website improvements
- Develop and coordinate communication materials – Create and update sponsorship packages, funding application responses, and other organizational communications
- Ensure cohesive management of communications activities including website, newsletter, marketing, and promotions with the support of AWSN's Communications Committee; promote programs through networking, event attendance, and advertising
- Manage organizational portal and board documents – Maintain shared portal systems, organize board documents, and ensure accessible record-keeping
- Support the executive team and committee chairs – Provide administrative and operational support to help advance initiatives and programs
- Create and build partnerships – Identify, develop, and maintain partnerships and collaborative relationships that support AWSN's mission and programs
- Support initiatives and programs organized by AWSN – Support Board in planning, coordination and execution of AWSN programs and special initiatives, including managing funding requests, knowledge-sharing opportunities, and volunteer resources to help fill program activity needs in a sustainable manner
- Act as first point of contact for AWSN volunteers

## Qualification and Experience:

- Proven organizational, program, or project management skills
- Strong written and verbal communication skills
- Experience with website updates and content management (Drupal/SemperIT experience an asset)



- Strong emphasis on ability to work independently and manage multiple tasks within approximately 10 hours per week
- Not-for-profit employment or volunteer experience — an asset
- Experience working with and supporting volunteer committees or executives — a strong asset
- STEM degree or diploma — an asset

**Benefits:**

- Gain hands-on leadership experience in nonprofit governance, strategy, and board operations
- Play a key role in shaping the strategic direction and sustainability of AWSN
- Develop experience leading committees and coordinating cross-functional initiative
- Build valuable experience in partnership development, fundraising, and stakeholder engagement
- Expand your professional network across nonprofit, academic, government, and corporate sectors
- Collaborate with experienced leaders and professionals committed to advancing women in STEM
- Strengthen leadership, strategic thinking, and management skills transferable to many professional roles
- Contribute to advancing women in science, technology, engineering, and mathematics (STEM)

To apply please send your resume and cover letter to [info@awsn.org](mailto:info@awsn.org) by June 18, 2026.

**Note:**

- AWSN is an equal access to opportunity work environment.