

Job Title:	Program Manager
Reporting To:	AWSN President
Contract Conditions:	Monthly Contract Self-directed hours (Approximately 1 - 2 days a week, varies with time of year.) Salary: \$29/hour
Location:	Able to work from home or other Location Must reside in Alberta, Canada

Overview:

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

- (1) Recruitment/Attraction – exposing diverse groups of youth to careers in stem
- (2) Retention/Advancement – supporting individuals to remain in and advance in their chosen fields
- (3) 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 and Duties (approximate % of time/duty):

- Provide ongoing coordination, support, and maintenance for AWSN's website, including assisting with the upgrade and redevelopment of AWSN's website as we migrate from Drupal 7 to Drupal 9 (30%)
- Overarching coordination of AWSN Partner Programs; particularly to manage funding requests, knowledge-sharing opportunities, and volunteer resources to help fill program activity needs in a sustainable manner (25%)
- Ensure cohesive management of communications activities of AWSN – inclusive of website, newsletter, marketing, and promotions, with the support of AWSN's Communications Committee. Promote the society's programs and program content through networking, event attendance, and advertising. (15%)
- Act as the first point of contact for AWSN volunteers (10%)
- Administrative duties to support the office requirements of AWSN and the Board of Directors (20%)

Qualifications and Experience:

- Proven leadership and organizational, program, or project management skills
- Website development/management experience
- Experience with CiviCRM/Drupal systems an asset
- Proven written and verbal communication skills (science communication an asset)
- Not-for-profit employment or volunteer board experiences an asset
- Experience working with and coordinating volunteers a strong asset
- STEM Degree/Diploma an asset

To apply please send your resume and cover letter to president@awsn.org by December 15, 2022.

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