



Recruitment and Outreach Coordinator

At Women in Engineering, Science, and Technology

Number of Positions Available: 1-2

Tenure: August 5th, 2024 to August 2025

Role Summary

The Recruitment and Outreach Coordinator is responsible for organizing and facilitating recruitment events and building connections with other facilities, departments and outreach initiatives to recruit students to WEST projects and build a wider network for WEST. You will be working closely with the Project Coordinators and Social Media Coordinators to connect with students and provide information about our projects. You will also be responsible for maintaining a connection with other outreach and EDI initiatives within UVic and in Victoria.

Responsibilities

- Coordinate with UVSS, ECSS and other groups to ensure WEST attends all recruitment events
- Collaborate with Project Coordinators and Workshop Coordinators to recruit students to each project
- Create and facilitate relationships with departments, faculties, highschools and other groups at UVic and in Victoria to recruit students and presenters to WEST
- Facilitate and attend external (not planned by WEST) and internal (planned by WEST) recruitment and outreach events

Expectations

- Attend the WEST weekly meeting
- Answer slack messages within 48 hours on business days
- Work cohesively with WEST Director, Director of Business, and Project Coordinators to successfully develop and execute the workshop
- Provide weekly updates to the WEST Director and Director of Business
- This position is hybrid. Majority of the work can be done remotely, but you will need to be in-person in Victoria to run and attend all recruitment events

Qualifications

- You identify as female or women+
- You are a full-time or part-time student at The University of Victoria
- Experience in recruitment or outreach is preferred but not required



How to Apply

Please fill out this form to express interest in the Recruitment Coordinator Position: [Interest Form](#)

If you have any questions, please email WEST at uvicwest.official@gmail.com.