

GirlsInScience.ca

Canadian Association for Girls in Science

## Content Creation

Volunteer Position

Canada Student Services Grant: June – October 2020 (start and end dates flexible)

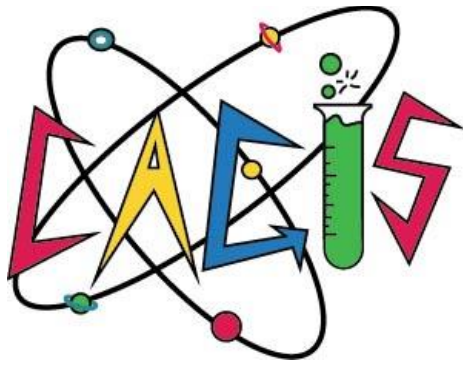
Earn \$1000 per 100 hours volunteered via the Canada Student Services Grant

**Location:** This is a work-from-home position

**Organization Description:** The Canadian Association for Girls In Science (CAGIS) is an award-winning club for girls aged 7 to 16 that supports interest in Science, Technology, Trades, Engineering, and Mathematics (STEM). CAGIS chapter members meet monthly to explore STEM with fun, hands-on activities led by women and men who are experts in a variety of STEM fields. These monthly events often occur at the work places of our STEM experts, giving girls a behind-the-scenes view and allowing them to experience the lab and field environment for themselves.

**Position Summary:** This position will involve content creation for the website and other streams of virtual engagement, including:

- writing fun STEM activities and experiments for kids and teens;
- taking photographs of the STEM activities, to accompany the text;
- writing STEM articles, facts, and profiles of girls and women in STEM;
- creating interactive content like wordsearches, brain teasers, crosswords, and more;
- performing other emerging content-related duties as identified.



Canadian Association for Girls in Science

**Relevant Experiences and Skills:** The successful candidate(s) will have the following:

- Post-secondary training in STEM; Post-graduate training would be an asset;
- Experience working with children;
- Excellent writing competencies and oral communication;
- Proficiency in Microsoft Office and Google Suite;
- Ability to work independently and in a team environment with volunteers, staff, and partners;
- Experience developing and organizing written materials in a cohesive, structured, and logical manner;

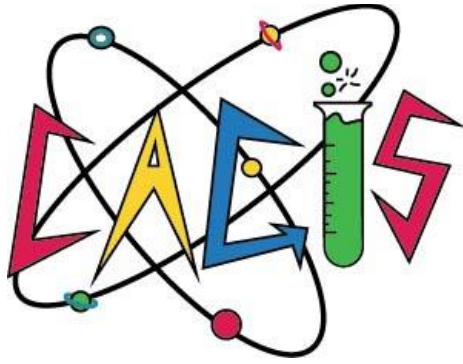
This is a volunteer position. Volunteer post-secondary students up to age 30 can earn \$1000 per 100 hours volunteered, up to a maximum of \$5000, via the Canada Student Services Grant between June and October, 2020. Volunteers will need to sign up with <https://www.jobbank.gc.ca/volunteer>, meet appropriate requirements, and log hours to earn the Canada Student Services Grant.

Please submit electronic applications to [Info@GirlsInScience.ca](mailto:Info@GirlsInScience.ca) with subject heading "Volunteer: Content Creation". Please include the following as one pdf document:

- Answers to CAGIS Candidate Information Questions (max 1 page response)
- Cover letter and c.v.

**Closing Date:** July 10, 2020 or until a successful candidate is found.

CAGIS is actively committed to equity, diversity, and inclusion. Women, Black, Indigenous, and People of Color, LGBTQ2S+, and people with disabilities are especially encouraged to apply, and to self-identify if they so desire.



Canadian Association for Girls in Science

## CAGIS Candidate Information Questions

Please summarize your experiences, skills, and qualifications in the following areas (max 1 page for responses to all questions).

1. Working with children.
2. Writing competencies, oral communication skills, and proficiency with Microsoft Office and Google Suite.
3. Experience developing and organizing written materials in a cohesive, structured, and logical manner.
4. Ability to work independently and in a team environment with volunteers, staff, partners, and participants.
5. Additional skills, experiences, qualifications, or assets you would like to mention.

Also:

Have you ever been convicted of a criminal code offence? Yes No