

Job Description

Job Title:	Outreach Coordinator - WiCS
Department:	Cheriton School of Computer Science
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	September 2023

Primary Purpose

The Outreach Coordinator – Women in Computer Science (WiCS) is accountable to the Recruitment, Outreach & Programs Manager for the development and the support of the delivery of activities, events and programs aimed at university students, primary and secondary school students. This role works directly with the Director of Women in Computer Science, who provides guidance on content of WiCS programs. The Outreach Coordinator -WiCS, will provide a high level of administrative support and event support for development and delivery of activities, events and programs aimed at university students, primary and secondary school students. As part of these programs, this position also works directly with the School's Equity, diversity, and Inclusion (EDI) committee. This position develops and maintains partnerships and sponsorships with external stakeholders as they relate to these programs. This position interacts with similar groups both within and external to the University. The Outreach Coordinator - WiCS, provides direction to co-op students hired to assist with program delivery, support, promotion, and logistics.

Key Accountabilities

Coordinate and deliver interactive workshops in computing for girls in K-12

- Coordinate and support the delivery of curriculum for technical workshops in computing (e.g., on devising software solutions, learning to program, learning software technologies).
- Promote diverse career opportunities in computing.
- Recruit speakers, instructors, mentors from WiCS industrial partners and from the local tech community.
- Recruit, train, and supervise volunteers.
- Develop and use tools to assess success of workshop activities. When directed, share assessment of success with other programs through papers and conferences.
- Document the event and report on outcomes for future improvement.
- Manage and coordinator regular Outreach Program Events.

Coordinate and deliver events for WiCS students and Math students

- Workshops to enhance technical skills and professional skills, within a learning environment that encourages active participation of women, non-binary, and other underrepresented populations.
- Talks, panels, etc. to raise awareness, and promote discussion and reflection on issues of equity, diversity, and inclusion in computing.
- Events to promote networking, mentoring, and community-building among WICS students.
- Regular WiCS Events include:
 - WiCS Orientation
 - Technical Interview Prep (mock interviews)
 - Sexism Response Workshops

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<ul style="list-style-type: none">○ Socially meaningful career panel○ Tech talks by external speakers○ Mentoring / networking events○ Technical workshops● Professional development workshops
<p>Coordinate WiCS attendance to conferences</p> <ul style="list-style-type: none">● Manage application process for student attendees.● As required, organize group travel plans (flights, bus, hotel) and coordinate group travel.● Manage the setup and staffing of WiCS booth at events.● Document the event and report on outcomes for future improvement.● Organize post-conference event to share conference takeaways with other students.
<p>Promotion and communication of activities</p> <ul style="list-style-type: none">● Advertise WiCS and other events through the WiCS web page, social media, printed media and other means.● Promote programs to potential sponsors.● Coordinate with WiCS industrial partners on company-specific events and track that WiCS fulfills sponsorship obligations.● Communicate and promote work with other local (e.g., staff, faculty, Waterloo Region community) and national stakeholders.● Prepare and deliver reports for funders, partners and other interest groups.
<p>Mentor and supervise students</p> <ul style="list-style-type: none">● Hiring co-op students● Supervise and monitor co-op student communications with CS students, publicity and registrations for events, post-event surveys, other surveys.● Supervise logistics for events, supply procurement.● Oversee shared office resources, such as maintenance of the WiCS Handbooks and shared files.● Mentor the co-ops' term project that supports the mandates of the role.● Mentor and support graduates/undergraduates with running of their events as directed by the WiCS Director or EDI Chair.
<p>Financial</p> <ul style="list-style-type: none">● Provide information for budget preparations.● Prepare and submit grant applications.● Complete reporting requirements relating to grants received.● Track expenses, donations and sponsorships as they relate to outreach programs, grants and budgets.● Provide guidance to co-op students, volunteers and other related groups on UW expense guidelines and procurement procedures.● Works closely with the CS Finance Team for guidance and assistance.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">● Undergraduate degree (STEM field preferred) or equivalent education and related experience.

Experience

- Several years' experience with development and delivery of STEM-based programs to youth or university students.
- Experience with mentoring or supervising students
- Volunteer experience at WiCS or other outreach programs
- Experience with developing partnership/sponsorship relationships with external stakeholders.

Knowledge/Skills/Abilities

- Strong communication and time management skills with strong community ties, particularly industry contacts.
- Demonstrated ability working with teams composed of diverse audiences (age, gender, cultural) and in building strong mentoring relationships.
- Demonstrated ability to work autonomously with overarching goals to guide decision-making.
- Experience with Google Apps/Microsoft Office for sharing of knowledge across programs.

Nature and Scope

- **Contacts:** Internally, the Outreach Coordinator - WiCS communicates with CEMC, recruitment and other groups on campus that target high school audiences. The coordinator also communicates with room bookings, catering, AV and others that provide logistical support for events. Externally, the coordinator has contact with teachers, parents, and other stakeholders, and at times has access to and works with highly sensitive information (minors).
- **Level of Responsibility:** The coordinator is responsible for independently developing and organizing programming. This includes the delivery of the programming which may be done alone or by others. At times the coordinator is tasked to create specific programming that satisfies terms outlined by grants and WiCS funding partners. All programming must be reviewed and approved by the Director of Women in Computer Science or the EDI chair. The coordinator has sole-ownership over projects assigned to them. Responsibility also includes the sole supervision of co-op students.
- **Decision-Making Authority:** The coordinator has freedom to design programming and purchase appropriate supplies with oversight from the WiCS Director or EDI chair. The coordinator has the authority to hire co-op students.
- **Physical and Sensory Demands:** Demands typical of an office environment.
- **Working Environment:** Work is not evenly distributed throughout the year. There will be times where there are a large number of deliverables due in a short period, followed by a period that may be at a much slower pace. Events may run on weekends, evenings or overnight. Unless otherwise stated, the coordinator is expected to be present for all events the coordinator is the primary organizer of and be reachable for all events.
- **Note:** Maintaining a clear Police Vulnerable Sector Check is a requirement of this position.