

Stollery Women's Network

Position Description: Outreach & Special Projects Sub-Committee

The Stollery Women's Network (SWN) is a diverse group of supporters from backyards across Alberta, united in action with the Stollery Children's Hospital Foundation (the Foundation) to give all kids the best chance to live a long and healthy life.

Purpose of position

- Reporting to the SWN outreach & special projects lead, members are responsible for representing the Network at Foundation and SWN events to raise awareness and recruit new supporters

Responsibilities and duties

- Promote SWN at events such as Teddy Bear Fun Fest information booth and Snowflake Gala (SWN lounge)
- Oversee the annual recognition initiatives such as International Women's Day & National Grandparents Day
- Promote SWN events to new and existing demographics to enhance attendee diversity
- Attend SWN Foundation managed and community events (e.g. Education Nights)

Qualifications

- Passion for advancing specialized children's physical and mental health care
- Experience in event coordination is considered an asset
- Excellent written and verbal communication skills
- Ability to work with a wide variety of personalities and situations
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive

Expected commitment

- Attend and participate in SWN orientation session (**June/July**)
- Attend SWN bi-annual meetings (**March**, overview of the year and key message training and early **October**, six-month check-in on annual plan progress)
- Attend marketing & communication sub-committee meetings as scheduled by lead (in person or via video/phone)
- Engage in and promote SWN social media platforms
- Attend and promote SWN events, and promote Foundation events and programs
- Term commitment: two years with possible one year extension

*Terms are subject to revision in the event that deliverables and/or commitments are not fulfilled

Relationships & Interdependencies

- SWN outreach & special projects lead – reports directly to this position; work in collaboration and alignment to fulfill Network priorities, ensure consistency in messaging
- SWN program director – work in collaboration and alignment to fulfill Network priorities, ensure consistency in messaging
- Sub-committee members – collaborate to fulfill Network priorities, ensure consistency in messaging
- Network - build and maintain relationships

Requirements

- Interview with SWN program director and two Advisory members
- Up-to-date background check
- Age 18 and over

Training

- On-boarding process includes an orientation to the Network with the SWN program director and chair, hospital tour and volunteer opportunity at an upcoming event or breakfast/giving comfort program shift (when available)