

Team	Description	# of Volunteers
High School Outreach	The High School Outreach (HSO) team seeks to empower all students underrepresented in STEM fields by highlighting the importance of diversity in STEM. As a member of the HSO team, you would: • Commit approximately 2-3 hours per month • Provide online presentations to different high schools across Alberta • Act as a STEM representative at various outreach events • Meet cool, passionate folks and have lots of fun!	30 ✓
Black Tie Affair	The Black Tie Affair hosted by UA-WiSE is a semi-formal event featuring inspiring speakers, Q&A, networking, a full buffet dinner, live entertainment, and a silent auction for anyone interested in learning more about leadership, innovation, entrepreneurship and advancement in the STEM (Science, Technology, Engineering, Mathematics) fields. Volunteers will help to set up and take down decorations, check guests in to the event and ensure the event is executed successfully.	14-17
Special Projects	• Help plan and organize minor events for UA-WiSE • help with High School Outreach team • Help organize Black Tie Affair • Approximately 1-3 hours per week	12
Mentorship	• Help with setting up in person mentorship events, and take down • Potentially help with mentorship pairing • Assist with small tasks as they become available	1-3

Marketing	• Help create advertising campaigns for events • Interact with students to let them know who we are and what we do • Help generate ideas for social media content	2-3
Design	• Help create monthly Women in STEM posts for the club's Instagram page • Help put up posters around campus • Help create general promotional materials	3-4
Communications	• Help with newsletter (scoping out STEM related opportunities to advertise) • Monitor the website to make sure everything is up to date • Assist with small tasks as they become available	1-2 ✓
Internal Relations	• Help host a Bonding Event with WISEST Summer Research Program Students (A weekday evening between July and August) • Help host an Activity at the SET Conference (Saturday, November 22, 2025) • Host an Activity at the CHOICES Conference (February 18 & 19, 2026) • Help with UA-WiSE connections with internal organizations as needed (good opportunity to reach out to other WiSE groups)	6 ✓
External Partnerships	• Help find companies with aligning values as UA-WiSE for potential sponsors • Prepare cold-emails for companies • Gather information about previous events and present to current sponsors • Help build and maintain connections within UofA and other external groups to promote external funding of UAWiSE events	1-2

** All volunteers and executive members will be invited to participate in events with our parent organization WISEST and our sister organization WISER