



WiSER (Women in Science, Engineering & Research)

Who We Are

WiSER is a non-profit organization that supports career advancement and retention of women and under-represented individuals in STEM through networking, mentoring, information exchange, and professional development activities.

Pillar Programs and Events

Mentorship Program, Industry Mixers, Industry Crawls, Professional and Personal Development Workshops, Seminars, Panel Discussions, Women in STEM Celebration, and Family-oriented Events

Target Audience

We serve a wide audience from the academic, industry, government, and non-profit. We target graduate students, alumni, post-doctoral fellows, early-career professionals, and individuals who are transitioning or re-engaging into science, technology, engineering, and mathematics.

Our Impact

Since 2008, WiSER has hosted over 100 events and partnered with over 50 organizations who support our mission. Every year, WiSER directly impacts over 700 individuals in Edmonton and surrounding areas.

Ways to Help

All our activities are overseen by the WiSER Executive Committee who are volunteers. There are different ways to support WiSER:

- Attend an event: help us promote diversity in STEM fields
- Volunteer with WiSER: contribute to event planning and execution
- Sponsor or donor: support a specific event or a series of events in different capacity (e.g. financial, in-kind, media)
- Co-Host: contribute to the content of specific event(s) by being a speaker, workshop instructor, or providing educational material

Executive Positions and Responsibilities at a Glance

Co-Chairs

Guide the Executive Committee in the discharge of its duties and responsibilities / Run meetings, delegate tasks, and show leadership / Work with individual team member to strategically execute plans within WiSER / Represent WiSER in the WISEST network and at other public events / Engage with external organizations for collaboration and to increase exposure of WiSER / Serve as the Board member of WISEST / Act as the WISEST Liaison and AWSN Liaison

Financial Manager(s)

Manage WiSER's financial account (including professional invoice to customers) / Document financial transactions, keep records of expenses claim activities and facilitate reimbursements / Summarize financial status, prepare balance sheet, profit and loss statement, and other reports / Plan with WiSER executives to budget for events

Sponsorship Manager(s)

Actively seek sponsorship opportunities and build relations with external organizations to increase exposure of WiSER / Write and update sponsorship package / Send sponsorship request and follow-up with potential sponsors / Coordinate budget with WiSER financial managers and Co-Chairs

Website and Marketing Coordinator(s)

Maintain website and social media / Implement marketing plans, including print advertising or digital advertisement / Seek new opportunities for marketing/advertising partners

Mentorship Program (Co)Lead

Organize UA-WiSE/WiSER Mentorship Program / Recruit and match mentors and mentees / Create, plan, and execute professional development events as part of the Mentorship Program / Serve as the UA-WiSE Liaison / Lead, organise, and recruit volunteers to help run the program and three main events / Maintain, problem solve and manage mentor/mentee relationships

Communication (Co)Lead

Create content for monthly newsletters and send to subscribers / Recruit volunteers

Event Planner(s)

Plan and organize WiSER events with other committee members / Assist other executive members in execution of other programs when needed / Create post-event surveys

Reporter(s)

Take minutes during executive meetings and assign action items from the meetings accordingly / Assist other executive members in execution of other programs when needed

Mentor in Residence

Guide the executive team through mentoring and supporting the overall mission of WiSER / Assist in the planning and implementation of high-quality programs and events within WiSER / Serve as the role model and resource for the executive team / Maintain alumni relations and provide alumni connection with current executive team