



Women CyberSecurity Society (WCS2)

Job Description: **General Volunteer**

Type: Volunteer / Unpaid

Reports to: Volunteer Lead

Location: Remote & Hybrid

Start Date: June 15, 2023

Weekly Hours: 4-10

Position Overview:

As a General Volunteer at the Women Cybersecurity Society (WCS2), you will play a vital role in supporting the organization's mission of empowering and advancing women in the field of cybersecurity. As part of a dynamic team, you will have the opportunity to contribute your skills, time, and passion to help drive positive change and make a meaningful impact. This position offers a rewarding experience to engage with a diverse community, gain valuable insights, and actively contribute to the success of WCS2.

Responsibilities:

1. Event Support:

- ★ Assist in the planning, coordination, and execution of events organized by WCS2, such as conferences, workshops, webinars, and networking sessions.
- ★ Provide on-site or virtual event support, including registration, logistics, set-up, attendee assistance, and post-event activities.
- ★ Collaborate with the Events Committee to ensure a smooth and engaging experience for participants.

2. Outreach and Communication:

- ★ Support the marketing and communication efforts of WCS2 by promoting events, initiatives, and opportunities through social media, online platforms, and other communication channels.
- ★ Help develop and distribute marketing materials, newsletters, and content to raise awareness of the organization's activities and engage the community.
- ★ Assist in maintaining the organization's website, updating content, and ensuring information is accurate and up-to-date.

3. Mentoring and Support:

- ★ Provide mentorship and guidance to aspiring professionals, especially women, who are interested in pursuing careers in cybersecurity.
- ★ Share your knowledge, experiences, and insights to help mentees develop their skills, confidence, and professional network.
- ★ Engage in regular communication with mentees, offering advice, support, and resources to facilitate their personal and professional growth.

4. Program and Initiative Support:

- ★ Contribute to the implementation and improvement of WCS2 programs and initiatives aimed at empowering women in cybersecurity.
- ★ Assist with program administration, data management, and evaluation to ensure effective program delivery and impact assessment.
- ★ Help identify and develop resources, materials, and tools to support program participants and enhance their learning experience.

5. Fundraising and Resource Mobilization:

- ★ Support fundraising efforts by participating in campaigns, events, or initiatives to raise funds for WCS2's programs and activities.
- ★ Assist in researching and identifying potential sponsors, donors, and partnership opportunities.
- ★ Contribute to grant writing, proposal development, and donor stewardship activities.

6. Team Collaboration:

- ★ Work collaboratively with other volunteers, committees, and staff members to achieve WCS2's goals and objectives.
- ★ Attend team meetings, contribute ideas, provide feedback, and actively engage in discussions.
- ★ Foster a positive and inclusive team environment, promoting teamwork, respect, and open communication.

Qualifications:

- ★ Passion for promoting gender equality, diversity, and inclusion in the cybersecurity industry.
- ★ Strong interest in cybersecurity or related fields, with a desire to learn and contribute to the mission of WCS2.
- ★ Excellent communication and interpersonal skills, with the ability to engage and interact with a diverse group of individuals.
- ★ Organizational skills and attention to detail to effectively manage tasks and responsibilities.
- ★ Ability to work both independently and collaboratively in a team environment.
- ★ Proficiency in using computer applications and online platforms for communication, research, and data management.
- ★ Flexibility and adaptability to accommodate the evolving needs and demands of the organization.

Note: This job description is a general guideline and may be subject to revision based on the specific needs and requirements of WCS2.