

Enactus SFU 2017 - 2018



**Coast Cards – External Relations
Manager**

Position Overview:

As the **External Relations Manager** of Coast Cards, you will play an integral role for the project's success. You will have the opportunity to establish and maintain relationships with partners and stakeholders to ensure the successful operations and long-term sustainability of the project. This position will allow you to further develop your interpersonal skills as you engage with different stakeholders.

Your term will run from **June 2017 to May 2018.**

Responsibilities:

- Uphold a professional image of Coast Cards by advocating for the project when contacting local news outlets and external stakeholders
- Collaborate with the Coast Cards' Marketing Manager and Project Manager to build relations with customers and curate a positive public image for the project
- Work alongside Coast Cards' Graphic Designer to prepare and design sponsorship packages
- Seek partnership and sponsorship opportunities for the project
- Maintain and build relationships with various stakeholders
- Attend weekly meetings and contribute innovative ideas

Qualifications:

- Passionate about helping those in need and making a difference in the community
- Experience in working with stakeholders and/or community partners is an asset
- Well versed in external relations and stakeholder management
- Exceptional time management skills
- Strong commitment in a team environment and is willing to collaborate ideas
- Effective persuasion and negotiation skills - comfortable working with diverse individuals

If you have any questions about the position, feel free to contact the Project Manager, **Shilpa Lakshmy** at coastcards@enactussfu.com

