

## Enactus SFU 2017 - 2018



### Coast Cards – Internal Operations Manager

#### Position Overview:

Coast Cards' **Internal Operations Manager** supports all internal activities and provides necessary coordination within the project. You will play a vital role in developing the project's organizational culture and team relationships. Additionally, you will be continually seeking for networking events and other opportunities to further develop team members. In this role, you will also be responsible for ensuring that Coast Cards is measuring its impact appropriately by keeping track of metrics set out by Enactus Canada. This position will enable you to further your communication, teamwork, and organizational skills.

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

#### Responsibilities:

- Establish an efficient metric tracking system that will evaluate the overall performance, impact, and growth of the program
- Coordinate team socials and events in order to improve team morale and cohesiveness
- Organize monthly check-ins with members to ensure they are engaged with their role and the project
- Coordinate with the Sales Manager to schedule sales events
- Coordinate with the Production Manager to create a production schedule
- Organize weekly meetings and record meeting minutes
- Ensure that all team members meet documentation requirements
- Attend weekly meetings and contribute innovative ideas

#### Qualifications:

- Strong interpersonal and communication skills (written and verbal)
- Exceptional organizational skills and ability to prioritize tasks
- Commitment to fostering a supportive team environment
- Ability to work with people of diverse backgrounds and personalities
- Experience in team and event coordination is an asset

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



