

Enactus SFU 2017-2018

Count on Me – Curriculum Manager



Position Overview:

As the **Curriculum Manager** of Count on Me, you will play an important role in creating and maintaining a curriculum that satisfies the goals of Count on Me. Through familiarizing yourself with financial literacy and employability materials, you will be able to pass your knowledge down to your team of Workshop Presenters so that they are able to effectively deliver the curriculum content to the participants. You will also be working with externals in order to update and ensure that the curriculum is credible and catered towards the needs of the participants. This position provides you with the opportunity to enhance your knowledge about financial literacy and employability skills and you will also be able to develop your leadership, teamwork, and communication skills.

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

Responsibilities:

- Research/develop creative and interactive ways to teach financial knowledge and employability skills
- Work with externals (financial institutions, schools, etc.) and the Program Manager to further expand the effectiveness and credibility of the curriculum
- Train, support, and manage a team of presenters that will be the face of Count on Me
- Work with the Internal Manager to continually update documents and metrics
- Present and interact with participants at weekly workshops

Qualifications:

- Passionate about helping those in the community and making a difference
- Previous leadership experience and strong knowledge of financial literacy is an asset
- Exceptional interpersonal and communication skills (written and verbal)
- A positive and energetic attitude to keep the team motivated
- Works responsibly with exceptional time management skills
- Strong commitment in a team environment and is willing to support team members and collaborate ideas

If you have any questions about the position, feel free to contact the Program Managers, **Halie Minhas** or **Jessica Truong**, at countonme@enactussfu.com.