

Enactus SFU 2017-2018



Count on Me – Workshop Coordinator



Position Overview:

As a **Workshop Coordinator**, you will be acting as the face of Count on Me. You will not only work alongside the Curriculum Manager to develop a relevant and engaging curriculum for at-risk youth, but you will also work directly with the participants by presenting about various financial literacy and nutritional meal planning topics at workshops. Through this role, you will be able to experience Count on Me's impact on the community first-hand, all while developing interpersonal and public speaking skills.

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

Responsibilities:

- Plan and execute workshops on financial literacy, employability skills, and nutritional meal planning for at-risk youth
- Apply kitchen skills and support at-risk youth in learning how to cook new recipes
- Build relationships and transfer knowledge over to the participants
- Work in collaboration with the Curriculum Manager to revise the curriculum to ensure it adheres to participants' needs
- Continuously update metric tracking spreadsheets designed by the Internal Manager to measure the overall impact of Count on Me
- Attend bi-weekly meetings and contribute innovative ideas

Qualifications:

- Passionate about helping those in the community and making a difference
- Positive and energetic attitude
- Works responsibly with exceptional time management skills
- Strong commitment to fostering a supportive team environment
- Effective interpersonal, communication, and public speaking skills is an asset
- Food safe is an asset
- MUST be available at least 3-5 hours a week to attend workshops and meetings

Successful candidates will be contacted for an interview where you will need to teach a PowerPoint provided (will be sent through email) followed by a short Q&A related to the PowerPoint.

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