

Enactus SFU 2017-2018

Count on Me – Workshop Manager



Position Overview:

As one of the **Workshop Managers**, you will play an important role in planning the logistics for both the Beginner and Advanced Workshops for a variety of audiences. You will be responsible for various external relations with stakeholders. You will be collaborating with the Program Managers to develop financial literacy and nutritional content catered towards Count on Me's audience. Through familiarizing yourself with the curriculum, you will be training and leading a team of Workshop Coordinators to deliver the content to participants. This position provides you with the opportunity to further develop your leadership, organizational, and communication skills.

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

Responsibilities:

- Collaborate with the Program Managers to develop the content that will be taught to participants
- Closely work with partner Workshop Manager and communicate effectively
- Train, lead, and support a team of Workshop Coordinators through each workshop cycle with Curriculum Manager
- Work with the Graphic Designer and metric manager to create a program booklet for participants, which will contain all the content to be taught in the workshops
- Work with the Metric Manager to update documents and track metrics
- Present and interact with participants at weekly workshops
- Attend weekly meetings and contribute innovative ideas

Qualifications:

- Passionate about making an impact in the community
- Exceptional interpersonal and communication skills (written and verbal)
- Strong organizational skills and ability to multitask
- Driven and passionate personality; able to inspire a team of presenters
- Excellent public speaking skills; ability to convey passion and enthusiasm in a professional manner
- Works responsibly when dealing with confidential topics
- Must be able to transport workshop materials (large box of equipment, groceries, workbooks, projector, etc.) to various locations

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