

Enactus SFU 2017-2018

Refresh – Internal Manager



Position Overview:

Refresh's **Internal Manager** supports all internal activities and provides necessary coordination within the program. This position involves organizing the logistics of team meetings and socials, as well as continually looking for community events and other opportunities to further develop team members. In this role, you will also be responsible for ensuring that Refresh is successfully impacting the community 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
- Organize monthly check-ups with members to ensure that all their needs are being met
- Organize weekly meetings, book rooms, and record meeting minutes
- Coordinate team socials and events in order to improve team morale and cohesiveness
- Create feedback forms for product lines
- Ensure that all team members meet documentation requirements

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 Program Manager, **Naveenjeet Sohi**, at refresh@enactussfu.com.