

Enactus SFU 2017-2018



Media Minds – Internal Manager

Position Overview:

The Media Minds **Internal + Workshop Manager** supports all internal activities and provides necessary coordination within the program as well as facilitating and organizing workshops for our project. This position involves organizing the logistics of team meetings and socials, and continually looking for networking events and other opportunities to further develop team members. This position will give you the opportunity to help participants develop their teamwork, communication, and interpersonal skills. This position will also enable you to further your own leadership, problem-solving, 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
- Ensure that all team members meet documentation requirements
- 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
- Work closely with workshop coordinators to prepare them for workshops
- Create contingency plans to mitigate unexpected events that may occur during workshops

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
- Previous involvement/knowledge of opportunities within the Beedie community is an asset

Please contact the Project Manager, **Jennifer Dao**, at mediaminds@enactussfu.com with any questions.