

Enactus SFU 2017-2018

Soap for Hope – Internal Manager



Position Overview:

The **Internal Manager** supports all internal activities and provides the necessary coordination within the program. This position involves organizing the logistics of team meetings and socials, to improve team culture. In this role, you will also be responsible for ensuring that Soap for Hope 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
- Coordinate team socials and events in order to improve team morale and cohesiveness
- Coordinate with the Sales Manager to schedule sales events
- Coordinate with the Production Manager to create a production schedule
- Organize meetings, record meeting minutes
- Ensure that all team members meet documentation requirements
- Attend weekly meetings and contribute innovative ideas
- Assist with sales functions

Qualifications:

- Strong interpersonal and communication skills (written and verbal)
- Ability to adapt quickly and problem solve
- 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, **Marilyn Yeo** and **Rhythm Tang**, at soapforhope@enactussfu.com.