

Enactus SFU 2017-2018

Banner Bags – Internal Manager



Position Overview:

The **Internal Manager** for Banner Bags supports all internal activities and facilitates necessary coordination within the program. In this role, you will be responsible for building the program's culture and team cohesiveness by organizing socials. The position also involves keeping track of metrics set out by Enactus Canada. As the Internal Manager, you will be able to enhance your communication and organizational skills.

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

Responsibilities:

- Organize team meetings, book rooms and write meeting minutes
- Organize monthly check-ups with members to ensure that all their needs are being met
- Create a feedback form for high school students and teachers
- Ensure that documentation requirements are met by all team members
- Engage members by organizing socials and ensure that members attend Enactus SFU events

Qualifications:

- Exceptional interpersonal and communication skills (written and verbal)
- Relationship management skills and ability to balance contact amongst various individuals
- Strong organizational, time management, and prioritization skills
- Strong commitment to fostering a supportive team environment
- Experience in event and team coordination is an asset

Please contact the Project Manager, **Gurleen Battu**, at bannerbags@enactussfu.com with any questions.