

Enactus SFU 2017-2018

Bright Ideas – Internal Operations Manager



BRIGHT
IDEAS



Position Overview:

As the **Internal Operations Manager** for Bright Ideas, you will have the opportunity to develop the project's organizational culture and team relationships. You will play a vital role in building a culture that best reflects Bright Ideas. You will be responsible for planning and organizing socials, as well as keeping track of the project's metrics. In this role, you will be able to further your communication and organizational skills, all while working in a supportive and welcoming environment.

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

Responsibilities:

- Efficiently maintain the metric tracking system to evaluate overall performance, impact, and growth of the project
- Schedule team meetings, book rooms for meetings/workshops, and record meeting minutes
- Organize monthly check-ups with members to ensure that all their needs are being met and everyone is satisfied with their work
- Deal with conflict mitigation for participant teams, including drafting and assisting with team charters.
- Plan and organize team socials and events to improve team morale and cohesiveness (e.g. mentor challenge)
- Ensure that all team members meet documentation requirements
- Attend **all** weekly meetings and contribute innovative ideas

Qualifications:

- Exceptional interpersonal and communication skills (written and verbal)
- Ability to handle and prioritize several tasks
- Strong commitment to fostering a supportive team environment
- Passionate about making an impact in the community

Please contact the Project Manager, **Robin Sandhu**, at bright.ideas@enactussfu.com with any questions.