

Enactus SFU 2017 - 2018

Bright Ideas – Workshop Manager



BRIGHT
IDEAS



Position Overview:

As the **Workshop Manager** of Bright Ideas, your main responsibility will involve facilitating and organizing workshops for our project. Under the guidance of the Curriculum Manager, you will play a vital role in the development and improvement of Bright Ideas' curriculum. You will have the opportunity to help high school students develop their skills and establish a basic foundation of business concepts. This role will allow you to further develop your organizational, leadership, and problem-solving skills.

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

Responsibilities:

- Work closely with the Internal Manager and Curriculum Manager to develop logistics for workshops
- Create a positive environment for both the participants and guest speakers at all workshops
- Keep the Managing Team informed and updated on the progress of the logistics
- Reach out to speakers for workshops and meet with them in advance to inform them of our expectations
- Create contingency plans to mitigate unexpected events that may occur during workshops

Qualifications:

- Must be available to attend all workshops
- Passionate about making an impact in the community and working closely with high school students
- Possess a strong grasp of Bright Ideas' vision and goals
- Exceptional organization and communication skills
- Strong commitment in a team environment
- Ability to work with people of diverse backgrounds and personalities
- Optimistic, supportive, and an attentive listener
- Previous involvement or knowledge of opportunities within the Beedie community is an asset

If you have any questions please contact the Project Manager,
Robin Sandhu, at bright.ideas@enactussfu.com.