

Enactus SFU 2017 - 2018

Coast Cards – Project Coordinator



Position Overview:

As a **Project Coordinator** for Coast Cards, you will play a vital role in both the production and sales processes. In your role, you will learn about the card production process and ensure the quality of the products meet the required standards. You will also have the privilege of assisting with card-making workshops for individuals who are overcoming addiction. You will gain sales experience through organizing pop-up shop events, managing seasonal sales opportunities, and contacting potential distributors. By working with a team of dedicated individuals, you will develop your teamwork, interpersonal, and leadership abilities. Your team will be led by the Production Manager, Navdeep Gill and the Sales Manager, Florence Bellanastasia.

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

Responsibilities:

- Learn how to create and package the greeting cards through production meetings
- Maintain relationship with community partner organization's staff and workers during card-making workshops
- Ensure a balance of inputs (human resources) and outputs (greeting cards), and ensure quality of final product
- Create a sales strategy with the Sales Manager by attending weekly meetings
- Seek sales opportunities through managing seasonal sales opportunities, organizing pop-up shop events, and contacting potential distributors
- Represent Coast Cards in a professional manner while attending various events

Qualifications:

- Passionate about making a difference in the community and working with an audience in need
- Previous teamwork and leadership experience is an asset
- Detail-oriented, focused, and dependable during times of pressure and stress
- Strong communication and interpersonal skills
- Effective time management skills, with the ability to prioritize and multitask
- Previous creative or sales experience is an asset

If you have any questions about the position, feel free to contact the Project Manager, **Shilpa Lakshmy** at coastcards@enactussfu.com