



Changemaker Challenge – Logistics Coordinator

Position Overview:

As a **Logistics Coordinator** for the Changemaker Challenge, you will play a vital role in planning the event, ensuring the event runs smoothly and on schedule while working alongside an incredible team. In your role, you will work with the Chair to ensure a successful event for all attendees. By working with a team of dedicated individuals, you will develop your teamwork, interpersonal, and leadership abilities. Your team will be led by the Chair, Prashant Shashikumar.

Your term will run from **November 2017 to February 2018**.

Responsibilities:

- Developing a detailed and organized itinerary for the Changemaker Challenge, including contingency and mitigation plans
- Develop a thorough list of supplies, materials, and resources needed for the event
- Recruit volunteers for the event and delegate tasks to the team as necessary
- Work with the Chair to negotiate and secure a suitable venue for the event
- Responsible for enforcing the itinerary
- Ensuring the successful execution of the Changemaker Challenge

Qualifications:

- 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 event planning skills is an asset

If you have any questions about the position, feel free to contact the Chair, **Prashant Shashikumar** at pshashik@sfu.ca