



MEDIA MINDS

WORKSHOP COORDINATOR

2 0 1 7 - 2 0 1 8

Position Overview:

As a Workshop Coordinator, you will be the face of the Media Minds project. You will have the opportunity to work alongside with other team members to directly interact with and provide mentorship to youth by facilitating team-based workshops. You will also work with the Workshop Manager to develop a relevant and engaging curriculum. In this role, you will be able to develop your communication and public speaking abilities, all while working in an inclusive and fun team environment with like-minded individuals.

Your term will run from February 2018 to May 2018.

Responsibilities:

- **Plan and execute workshops for youth participants at local community centres/schools**
- **Maintain relationships with teachers, guest speakers, and participants**
- **Work with the Workshop Manager to revise the curriculum to ensure it adheres to the needs of the program's participants**
- **Update metric tracking spreadsheets designed by the Internal Manager to measure the overall impact of Media Minds**
- **Work as a team to ensure the success of the year-end community screening event**

Qualifications:

- **Passionate about helping those in the community and making a difference**
- **Positive and energetic attitude**
- **Strong commitment to fostering a supportive team environment**
- **Effective interpersonal and communication skills**
- **Ability to work with people from diverse backgrounds and personalities**
- **Public speaking skills is an asset**

If you have any questions about the position, feel free to contact the Project Manager, Jennifer Dao at mediaminds@enactussfu.com