



Title of Position	5 Days Sponsorship Director (2 Positions)
Description	As the Sponsorship Director of 5 Days, you and your Co-Director are responsible for securing monetary and product donations for the 5 Days campaign in order to maximize contributions to the chosen charity. The Sponsorship Directors will need to become extremely familiar with the campaign, contact businesses by phone and email, and set up meetings with potential donors.
Time Commitment	During the school year: 3-8 hours per week During campaign: 5 hours (on site)
Term of Employment	October 2015 – March 2015
Main Responsibilities	<ul style="list-style-type: none"> • Create a sponsorship package (concurrently with Visual Media) • Contact and secure corporate sponsorships from various businesses in Vancouver • Coordinate the raffling of any product donations received • Aid with logistics during the campaign
Qualifications	<ul style="list-style-type: none"> • Confidence in sales • Strong interpersonal skills • Past experience with sponsorship work • Strong passion for the 5 Days for the Homeless cause
Application Process	<p>Submit the following information to 5 Days Director, Emma Sullivan, at 5d4h.ubc@gmail.com.</p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A quick blurb describing your interest in the campaign along with why you think you'd be an asset to the team (no cover letter necessary). <p>**Past experience with the campaign or related groups is an asset.</p>

5 DAYS FOR THE HOMELESS

Job Descriptions



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Title of Position	5 Days Marketing Director
Description	As the Marketing Director of 5 Days, you are responsible for making sure every person on the UBC campus knows about 5 Days for the Homeless. Achieving that goal includes duties of designing ads, maintaining social media outlets, and promoting events from the event coordinator.
Time Commitment	During the school year: 2-4 hours per week During campaign: 10 hours (on-site and maintaining promotions)
Term of Employment	October 2015 – March 2015
Main Responsibilities	<ul style="list-style-type: none">• Develop a promotional strategy for the entire campaign• Design promotional materials for 5 Days for the Homeless• Maintain and update the 5 Days for the Homeless website and other social media outlets
Qualifications	<ul style="list-style-type: none">• Exceptional interpersonal skills• Critical thinking and problem solving skills• Strong creative ability• Exceptional social media skills• Design software experience is an asset (i.e. Photoshop)
Application Process	Submit the following information to 5 Days Director, Emma Sullivan, at 5d4h.ubc@gmail.com . <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A quick blurb describing your interest in the campaign along with why you think you'd be an asset to the team (no cover letter necessary). <p>**Past experience with the campaign or related groups is an asset.</p>

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Title of Position	5 Days Visual Media Director
Description	As the Visual Media Director of 5 Days, you are responsible for documenting all events leading up to the campaign. The Visual Media Director will be in charge of the photography and videography of all events and will collaborate with the Marketing Director to create promotional material.
Time Commitment	During the school year: 2-4 hours per week During campaign: 7 hours (on-site and documentation of event)
Term of Employment	October 2015 – March 2015
Main Responsibilities	<ul style="list-style-type: none">• Photograph or record video throughout the campaign• Use photos or videos to help Marketing Director create posters or promo videos• Aid with logistics during the campaign
Qualifications	<ul style="list-style-type: none">• Past experience with photography or videography• Past experience with photo and video editing• Availability during the 5 days of the campaign• Design software experience
Application Process	Submit the following information to 5 Days Director, Emma Sullivan, at 5d4h.ubc@gmail.com . <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A quick blurb describing your interest in the campaign along with why you think you'd be an asset to the team (no cover letter necessary). <p>**Past experience with the campaign or related groups is an asset.</p>

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Title of Position	5 Days Logistics Director
Description	As the Logistics Director of 5 Days, you are responsible for planning the daily schedule for the 5 Days participants and contacting professors/TAs prior to in-class presentations. The Logistics Director plays a crucial role in making sure the campaign runs smoothly and successfully, as they will act as the chair's right hand.
Time Commitment	During the school year: 2-4 hours per week During campaign: 15 hours (on-site and managing execution)
Term of Employment	October 2015 – March 2015
Main Responsibilities	<ul style="list-style-type: none">• Make presentation schedules for the 5 Days participants• Develop and manage relations with professors and TAs• Work closely with the chairs and volunteers to oversee the entire campaign
Qualifications	<ul style="list-style-type: none">• Outgoing personality and strong interpersonal skills• Exceptional time management and organizational skills• Critical thinking and problem solving skills
Application Process	Submit the following information to 5 Days Director, Emma Sullivan, at 5d4h.ubc@gmail.com . <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A quick blurb describing your interest in the campaign along with why you think you'd be an asset to the team (no cover letter necessary). <p>**Past experience with the campaign or related groups is an asset.</p>



Title of Position	5 Days Public Relations Director
Description	As the Public Relations Director of 5 Days, you are responsible for building and maintaining relationships with Vancouver media. The PR director will be responsible for securing media coverage of the campaign and getting the 5 Days name out into the campus and city.
Time Commitment	During the school year: 3-5 hours per week During campaign: 5 hours (on-site)
Term of Employment	October 2015 – March 2015
Main Responsibilities	<ul style="list-style-type: none"> • Oversee the development of the PR package • Develop an up-to-date press release • Develop and manage media relations around Vancouver <ul style="list-style-type: none"> ○ Television, newspaper, online, radio
Qualifications	<ul style="list-style-type: none"> • Outgoing personality and strong interpersonal skills • Superior written and verbal communication skills • Past experience with media or sponsorship
Application Process	<p>Submit the following information to 5 Days Director, Emma Sullivan, at 5d4h.ubc@gmail.com.</p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A quick blurb describing your interest in the campaign along with why you think you'd be an asset to the team (no cover letter necessary). <p>**Past experience with the campaign or related groups is an asset.</p>

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Title of Position	5 Days External Director
Description	As the External Director of 5 Days, you are responsible for maintaining relations with the chosen charity and all UBC faculties. The External Director will be the direct contact with the charity that the campaign will support. The External Director will be in charge of reaching out to the UBC community for support as well.
Time Commitment	During the school year: 2-4 hours per week During campaign: 7 hours (on-site and collaborating with chosen charity)
Term of Employment	October 2015 – March 2015
Main Responsibilities	<ul style="list-style-type: none">• Contacting the charity of choice, which 5 Days will be creating awareness towards• Developing familiarity with donation process of chosen charity• Planning potential visits or interactions with the charity• Contacting other UBC faculties or clubs for support
Qualifications	<ul style="list-style-type: none">• Strong interpersonal skills• Strong written and verbal communication skills• Ability to work well with a team
Application Process	Submit the following information to 5 Days Director, Emma Sullivan, at 5d4h.ubc@gmail.com . <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A quick blurb describing your interest in the campaign along with why you think you'd be an asset to the team (no cover letter necessary). <p>**Past experience with the campaign or related groups is an asset.</p>