

Title of Position	Sponsorship Coordinator
Portfolio	Student Engagement Portfolio
Service	Commerce Community Program (CCP)
Description	As the Sponsorship Coordinator, you are responsible for actively reaching out to the greater community connecting with Sauder, UBC and the greater community with the Commerce Community Program. You will be developing relationship strategies and reaching out to various organizations for sponsorship for Student Engagement’s events. You will be working closely with VP Engagement and the Engagement team to increase student participation during all events.
Time Commitment	During the school year: 3-8 hours per week
Term of Employment	Sept 2015 – May 2016
Main Responsibilities	<ul style="list-style-type: none"> • Attend CCP Engagement Meetings • Actively seek out sponsorship for Student Engagement’s events • Find creative ways of fundraising with the budget in mind • Act as ongoing contact and maintain relations between sponsors and Student Engagement • Increase awareness, information and publicity about engagement events within the student body and maximize fundraising
Qualifications	<ul style="list-style-type: none"> • Able to pitch and negotiate • Willingness to build relationship and represent Student Engagement & CCP’s brand with external organizations • Ability to work well in a large team • Strong written and communication skills • Past experience with sponsorship and coordinating events is an asset
Application Process	<p>Submit the following information to VP Engagement, Shiwangi Hamal, at shiwangi.hamal@ubcalumni.ca in <u>ONE PDF File titled ENGAGE.FIRSTNAME.LASTNAME</u></p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A cover letter describing: <ul style="list-style-type: none"> ○ Why do you want to be involved with CCP and the Engagement Team? ○ Why do you think you would be an excellent candidate for your desired marketing position? ○ OPTIONAL: A vision of what you hope to execute and achieve • Please contact Shiwangi Hamal if you have any questions or concerns.

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Title of Position	Events Associate
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Description	As the Events Associate, you are responsible for connecting with Sauder, UBC and the greater community with the Commerce Community Program. You will find various ways to attract students in participating programs to raise awareness about the events and fundraisers. You will be working closely with VP Engagement and the Engagement team to increase student participation during all events.
Time Commitment	During the school year: 3-8 hours per week
Term of Employment	Sept 2015 – May 2016
Main Responsibilities	<ul style="list-style-type: none"> • Attend CCP Engagement Meetings • Planning and mapping out logistics and schedule of all events • Internal Logistics including venue booking and booth schedules • Increase awareness, information and publicity about engagement events within the student body and maximize fundraising
Qualifications	<ul style="list-style-type: none"> • Ability to perform under pressure • Ability to work well in a large team • Detail oriented and highly organized • Strong communication skills
Application Process	<p>Submit the following information to VP Engagement, Shiwangi Hamal, at katryna.cheung@cus.ca in <u>ONE PDF File titled ENGAGE.FIRSTNAME.LASTNAME</u></p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A cover letter describing: <ul style="list-style-type: none"> ○ Why do you want to be involved with CCP and the Engagement Team? ○ Why do you think you would be an excellent candidate for your desired marketing position? ○ OPTIONAL: A vision of what you hope to execute and achieve • Please contact Shiwangi Hamal if you have any questions or concerns.