

Logistics Director (2)

Position Summary

With the support of the Sauder JDC West Captain and executive team, the Logistics Director will spearhead weekend Mock Case Competitions (MCC) and Simulation coordination, manage volunteers, oversee bookings, and other logistical duties related to the enhancement of the Sauder JDC West program.

Overview of Responsibilities

- Liaise with the CUS, Sauder, and other stakeholders to ensure spaces (classrooms, lecture halls, field and gym space, venues for socials) are reserved in advance
- Manage floor plans, scheduling, and materials for weekend sessions
- Coordinate all meal ordering and delivery for weekend sessions
- Oversee recruitment of volunteers for weekend sessions and spearhead volunteer training

Skills and Qualifications

- Previous conference or event planning experience an asset
- Exceptional attention to detail and organization skills
- Strong time management skills

Anticipated Learning Outcomes

- Event planning, attention to detail and people management
- Committee organization and leadership
- Creation, facilitation and implementation of a collaborative vision

Time Commitment

- Up to 10 hours/week (March-August)
- 10-15 hours/week (September-January)

Term (Key Dates)

- March 2019-January 2020
- Must be available on weekends September - November
- Availability over the summer an asset

Application Procedure

- (1) Submit an application form [here](#)
- (2) E-mail your resume to ubcsauder.jdcwest@gmail.com

External & Outreach Director (1)

Position Summary

With the support of the Sauder JDC West Captain and executive team, the External Director will be the main contact for most of Sauder JDC West's important stakeholders: coaches, judges, workshop facilitators, and professionals. This role receives exposure to Sauder's alumni community and industry professionals across a number of industries, and works closely with the Sauder JDC West Head Coach.

Overview of Responsibilities

- Oversee all outreach and communications to external stakeholders, including judges, coaches, and workshop facilitators
- Conduct cold calls and emails to potential judges, coaches, and workshop facilitators
- Represent Sauder JDC West at networking events
- Works alongside the Head Coach to pitch JDC West to potential coaches
- Outreach to businesses for in-kind sponsorship

Skills and Qualifications

- Excellent oral and written communication ability
- Ability to network and create connections with external stakeholders
- Ability to represent Sauder JDC West professionally
- Previous external relations experience an asset
- Previous corporate relations and sponsorship experience an asset

Anticipated Learning Outcomes

- Communication, negotiation and professional relations skills
- Develop sponsorship/partnership materials and proposals
- Creation, facilitation and implementation of a collaborative vision

Time Commitment

- 10-15 hours/week

Term (Key Dates)

- March 2019-January 2020
- Availability over the summer an asset

Application Procedure

- (1) Submit an application form [here](#)
- (2) E-mail your resume to ubcsauder.jdcwest@gmail.com

Marketing Director (1)

Position Summary

With the support of the Sauder JDC West Captain and executive team, the Marketing Director will be in charge of JDC West's marketing strategy, which includes overseeing social media and graphic design needs throughout the year.

Overview of Responsibilities

- Oversee all JDC West-related social media, including the Sauder JDC West Facebook and Instagram accounts
- Manage all design work, including social media graphics, swag design, and presentation materials
- Liaise with external partners for Sauder JDC West's creative needs (e.g. CUSVM for photography at events)
- Sourcing of professionals for special projects (e.g. introduction video, skit)

Skills and Qualifications

- Must have previous graphic design experience
- Excellent oral and written communication ability
- Ability to build creative marketing campaigns
- Previous social media experience an asset

Anticipated Learning Outcomes

- Create and engage a student based audience to create brand awareness
- Develop marketing strategy, materials and proposals
- Creation, facilitation and implementation of a collaborative vision

Time Commitment

- 10-15 hours/week

Term (Key Dates)

- March 2019-January 2020
- Availability over the summer an asset

Application Procedure

- (1) Submit an application form [here](#)
- (2) E-mail your resume to ubcsauder.jdcwest@gmail.com

Internal & Charity Director (1)

Position Summary

With the support of the Sauder JDC West Captain and executive team, the Internal and Charity Director will be responsible for securing sponsorship for the organization. This role is in charge of maintaining previous sponsor relationships as well as taking initiative to source new partnerships, with a key project being the creation of a sponsorship package for JDC West.

Overview of Responsibilities

- Develop a strategic plan and calendar of volunteer opportunities and fundraising events to meet Sauder JDC West's charitable goals
- Establish relationships with other CUS organizations to plan joint events and fundraisers
- Lead and keep accountable the charity committee, made up of Sauder JDC West team members
- Source a charity match partner to champion JDC West's charitable initiatives
- Plan and engage larger team through team social events to create a sense of belongingness

Skills and Qualifications

- Excellent oral and written communication ability
- Previous experience overseeing charity or volunteer events an asset
- Previous event planning experience

Anticipated Learning Outcomes

- Foster and support a culture of philanthropy in an organization and among its constituencies
- Develop effective fundraising strategies, practices and frameworks.
- Creation, facilitation and implementation of a collaborative vision

Time Commitment

- 10-15 hours/week

Term (Key Dates)

- March 2019-January 2020
- Must be available over the summer

Application Procedure

- (1) Submit an application form [here](#)
- (2) E-mail your resume to ubcsauder.jdcwest@gmail.com