



enactusTM

Capilano University

Hiring Package

Fall 2021

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Application Process

- Step 1.** Review all roles and determine the roles for which you wish to apply.
- Step 2.** Complete the application form found here: <https://forms.gle/LpcN19RVr1nLuLHT7> by **11:59 pm Sunday, September 19**. Be sure to include your resume and cover letter.
- Step 3.** A member of Enactus Capilano will contact you to schedule an interview to be conducted remotely on MS Teams.
- Step 4.** Interview Prep:
It is advisable to watch the following video to better familiarize yourself with Enactus.
What is Enactus <https://www.youtube.com/watch?v=-RjHEhK6p1A>

VP of Human Resources

Term: 1 Year

Time Commitment: approximately 4 - 8 hours a week

Responsibilities

- Organize and manage interviews with the President and appropriate VP (e.g. VP Engagement) or Project Manager
- Ensure job descriptions are up to date
- Take meeting minutes and ensure that team members are completing their tasks
- Track team metrics on Enactus Canada reporting platform
- Assist with room bookings and miscellaneous scheduling
- Assist Social Ambassador with organizing team social events
- Attend weekly executive meetings (typically Tuesdays or Thursdays, 11:30am-12:50pm)

Skills and Assets

- Organization skills
- Time management skills
- Experience with excel
- Strong written and verbal communication skills

Team meetings will be run remotely through MS Teams until such time as it is safe to do so in person.

VP of Finance

Term: 1 Year

Time Commitment: approximately 3 - 6 hours a week

Responsibilities

- Work with the President, Vice President, and Faculty Advisor to maintain the budget, team expenses, receipts, and flight bookings
- Manage any requests for reimbursement, purchase, etc. from team members
- Ensure receipts are submitted on time and that the budget is in line with the financial statements
- Work with the VP of Corporate Relations, President, Vice President, and Project Managers to determine funding needs for the year
- Assist with grant proposals and researching new opportunities regarding funding
- Attend weekly executive meetings (typically Tuesdays or Thursdays, 11:30am-12:50pm)

Skills and Assets

- Extremely proactive and self-guided when identifying and planning new opportunities for funding
- Strong administrative skills to keep track of expenses, team expenses, and budget
- Ability to think critically
- Organizational and time management skills

Team meetings will be run remotely through MS Teams until such time as it is safe to do so in person.

VP of Corporate Relations

Term: 1 Year

Time Commitment: approximately 3 - 6 hours a week

Responsibilities

- Work with the VP of Finance, President, Vice President, and Faculty Advisor to ensure funding for projects and team operations
- Assist with grant proposals to ensure they are completed on time
- Network with various corporate sponsors to make formal ask for project funding
- Responsible for in-person and online direct communication with existing and new corporate sponsors
- Support VP of Finance with writing grant proposals and researching new opportunities regarding funding
- Attend weekly executive meetings (typically Tuesdays or Thursdays, 11:30am-12:50pm)

Skills and Assets

- Extremely proactive and self-guided when identifying and planning new opportunities for funding
- Strong communication and networking skills
- Strong organizational and administrative skills
- Ability to think critically and creatively

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VP of Engagement

Term: 1 Year

Time Commitment: approximately 12-18 hours per month

Responsibilities

- Work with the President, Vice President, and VP of Marketing to develop an engagement plan prior to the academic year
- Identify opportunities to engage students from various faculties through classroom visits, booths, and/or events
- Network with various faculties at Capilano University to spread awareness and to assist in recruitment
- Ensure Enactus Capilano is supporting other organizations on campus by attending various events throughout the year
- Clear communication with the President and Vice President of Enactus Capilano when needed for strategic planning and insight
- Organize and run regular engagement committee meetings
- Schedule team members for events, booths, classroom visits, etc.
- Attend weekly executive meetings (typically Tuesdays or Thursdays, 11:30am-12:50pm)

Skills and Assets

- Extremely proactive and self-guided when identifying and planning new opportunities
- Strong verbal and written communication
- Ability to think critically and creatively

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Project Representative: Square One

Term: 1 Year

Time Commitment: approximately 6-10 hours per month

Project Representatives will be assigned to a class in North Vancouver, West Vancouver, and Burnaby to which you (with a partner(s)) will run a number of workshops depending on your availability. You will be trained on the material covered before you teach it, as well as teaching styles and how to make the workshops compelling. You are encouraged to build a strong relationship with these participants to encourage maximum participation.

Responsibilities

- Teaching Square One workshops to high school students and ensuring that you are well prepared to present the material
- Having a thorough knowledge of Enactus Canada, Enactus Capilano, and Square One to adequately answer students' questions and have a larger understanding of the organization
- Reporting to the Project Manager for Square One after every workshop is taught
- Attend Square One team meetings
- Attend monthly Enactus Capilano general meetings (typically on a Tuesday or Thursday, 11:30am-12:50pm)

Skills and Assets

- Comfortable presenting in front of students
- Ability to work in a team
- Critical thinking skills
- Time management skills
- Have taken (or taking) Accounting (BFIN 141) and/or Finance for Managers (BFIN 241) as an asset

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Project Team Member: U-Belong

Term: 1 Year

Time Commitment: approximately 10-14 hours per month

Responsibilities

- Be a collaborative team member throughout the planning, execution, and post-assessment of projects
- Analyze previous projects and successful tactics used to apply or improve on current projects
- Share honest input, feedback, and recommendations for any aspect as deemed needed
- Assist in conducting assessments on and off campus to address community needs
- Help identify opportunities the U-Belong Team can feasibly tackle and act on
- Reach out to available resources and connections that could aid in the successful execution of U-Belong's projects
- Research and development of innovative ideas in a learning environment
- Meet and report on weekly deliverables to the team
- Attend weekly U-Belong meetings to discuss the status and progress of current agendas
- Attend monthly Enactus Capilano general meetings (typically on a Tuesday or Thursday, 11:30am-12:50pm)

Skills and Assets

- Ability to think critically and creatively
- Strong verbal and written communication skills
- Extremely proactive and self-guided
- Organized, strong time management
- Vision and ability to identify opportunities
- Team building and problem-solving

Team meetings will be run remotely through MS Teams until such time as it is safe to do so in person.

Project Team Member: Environmental Sustainability

Term: 1 Year

Time Commitment: approximately 8-12 hours per month

Responsibilities

- Research alternative product solutions and materials
- Assist in the creation of a new sustainable product
- Assist in developing and improving product prototypes
- Collect and analyze prototype data
- Attend weekly Environmental Sustainability team meetings
- Attend monthly Enactus Capilano general meetings (typically on a Tuesday or Thursday, 11:30am-12:50pm)

Skills and Assets

- Ability to think creatively and analytically
- Willingness to learn and develop new skills
- Interest in developing environmentally sustainable solutions
- Research skills are an asset
- STEM skills are an asset though not required

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