

WINTER  
2021



# MAKE YOUR MARK

HIRING PACKAGE



**ENACTUS CAPILANO  
UNIVERSITY**



CHANGE IS  
CONSTANT BUT  
GROWTH IS  
OPTIONAL



INSPIRE | EDUCATE | EMPOWER





# ENVISION OUR FUTURE AND MAKE IT HAPPEN



INSPIRE | EDUCATE | EMPOWER





IF NOT NOW,  
WHEN?  
IF NOT US,  
WHO?



INSPIRE | EDUCATE | EMPOWER





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## HIRING PACKAGE

WINTER  
2021

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# APPLICATION

W I N T E R

2 0 2 1

# PROCESS

## STEPS TO SUCCESS

- STEP 1** Review all roles and determine the roles for which you wish to apply.
- STEP 2** Submit your cover letter and resume via the linked application form by 11:59 pm Friday, Jan 22. [Here!](#)
- 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?](#)

If you have any questions or are having trouble with the application form submission, please contact us at [contact@enactuscapilano.ca](mailto:contact@enactuscapilano.ca).





# VP OF INTERNAL RELATIONS

W I N T E R  
2 0 2 1

## P L A N N I N G B U T O N T H E I N S I D E

Term: Jan - Aug 2021

Time Commitment: approximately 4 - 8 hours a week

### **Responsibilities**

- Take meeting minutes and ensure that task deadlines are met by team members
- Track team metrics on Enactus Canada reporting platform
- Organize team social events
- Assist with room bookings and miscellaneous scheduling
- Manage our members at large group
- Ensure job descriptions are up to date
- Organize and manage interviews with the President and appropriate VP (e.g. VP Engagement) or Project Manager
- Attend weekly executive meetings (typically Tuesdays , 11:30am-12:50pm)

### **Skills and Assets**

- Organization skills
- Time management skills
- Experience with excel
- Strong written and verbal communication skills
- Event planning is an asset

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





# PROJECT TEAM MEMBER: U-BELONG

W I N T E R  
2 0 2 1

S T R E N G T H I N U N I T Y

Term: Jan - Aug 2021

Time Commitment: approximately 10-14 hours per month

## Responsibilities

- Being a positive team player when planning or executing projects and reporting to the project manager
- Support with identifying opportunities and suggestions for developing projects as well as making actionable recommendations
- Assist in conducting assessments on and off campus to address community needs
- Research and development of innovative ideas in a learning environment
- Meet and report on weekly deliverables to the team
- Attend weekly U-Belong project meetings
- Attend monthly Enactus Capilano general meetings (typically on a Tuesday, 11:30am-12:50pm)

## Skills and Assets

- Passion for promoting and supporting mental wellbeing/mental health initiatives and building a sense of community
- 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

W I N T E R  
2 0 2 1

D E S I G N E D W I T H N A T U R E

Term: Jan - Aug 2021

Time Commitment: approximately 6-10 hours per month

## **Responsibilities**

- Collaborating with the project team and faculty advisor to execute and plan for project
- Support with identifying opportunities and suggestions for developing the project as well as making actionable recommendations
- Assist in conducting assessments on and off campus to address needs in the community and develop solutions
- Develop research tools and frameworks
- Networking and communicating with external parties both on and off-campus
- Attend weekly project team meetings
- Attend monthly Enactus Capilano general meetings (typically on a Tuesday, 11:30am-12:50pm)

## **Skills and Assets**

- Interest in developing environmentally sustainable solutions
- Ability to think critically and creatively
- Strong verbal and written communication skills
- Research skills an asset
- Extremely proactive and self-guided
- Organized, strong time management
- Vision and ability to identify opportunities
- Team building and problem-solving
- Interest in developing environmentally sustainable solutions
- Knowledge in product development process an asset

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

