

Enactus Job Description



Job Title:

Vice President Role

Overview:

We are seeking a VP to join our team. This role will work closely with the Enactus Capilano President to ensure a creative and collaborative team culture, team development and growth opportunities, mentorship for members, and role modeling for the team overall. This is an excellent opportunity for those dedicated to empowering teams and fostering community development within and outside the university, as well as for those with a great passion for Enactus and its cause.

Responsibilities and Duties:

Support the President

- Support in leading and preparing meetings
- Represent the team if the president is not available
- Help with the strategic planning of the team goals and the Enactus mission
- Help organize meetings with members to facilitate open discussions to help members set personal growth goals and align them with project needs (half-half share)

Project Oversight

- Support and keep track of project team(s) progress

Team Management and Development

- Assist HR with the recruitment and onboarding process by ensuring that new members sign up for the R&R platform
- Foster a positive collaborative culture and help resolve potential conflicts
- Assist with preparing reports for competitions
- Keep track of volunteer submission hours by reminding team members monthly
- Growth, Innovation & Future Planning
- Identify opportunities for expansion
- Encourage creativity and build an environment of innovative ideas
- Help with the succession planning



Skills and Assets:

- Leadership and teamwork skills (prior experience preferred)
- Strong communication skills
- Project management and mentorship skills
- Strategic thinking and relationship-building

What we offer:

- Skill development
- Valuable, real-world experience
- Opportunity to be part of an extensive network and travel to competitions on a regional and national level
- Volunteer hours
- Looks excellent on a resume and is highly valued by employers



Enactus Job Description

Job Title:

General Member



Overview:

Enactus Capilano is seeking people with strong leadership skills and initiative skill sets. We're looking to you to help build on our foundation of talent and unique team culture. As a 'General Member,' you would be committing to participating in recruitment, planning and executing current and new projects, and assisting in preparation for regional and national competitions.

Responsibilities and Duties:

- Attend weekly team meetings
- Take initiative in leading new projects or tasks
- Research and development of innovative ideas in a learning environment
- Participate in discussion
- Be a positive team member when planning or executing tasks
- Time commitment: approximately 8-10 hours per month

Skills and Assets:

- Great verbal and written communication skills
- Strong leadership
- Extremely proactive and self-guided
- Strong time management; organized
- Team building and problem solving
- Ability to think critically and creatively

