



Have you ever joined a club?

Yes No

Do you enjoy belonging to a group or team?

Yes No

Do you enjoy a challenge?

Yes No

Do you enjoy competitions?

Yes No

Do you enjoy setting and achieving SMART goals?

Yes No

Do you enjoy leading a team?

Yes No

Do you enjoy high level goal setting?

Yes!

Do you enjoy the satisfaction of completing a difficult task?

Yes!

Do you enjoy working in a group?

Yes!

You would be ideal for a Leadership or Exec role!

You would be ideal in a project manager position!

You would be a valuable member of our Enactus Team!

2016/2017 Enactus MacEwan Recruitment

Executive Positions

President

Time Commitment: 10-15 hours/week

The President is responsible for ensuring the organization is functioning from top to bottom.

Responsibilities:

- Understand the mission and vision of Enactus.
- Working with and coordinating the executive team and project managers.
- Official liaison with stakeholder groups (Enactus Canada, Business Advisory Board, SAMU, School of Business, etc.).
- Setting organizational goals and long term planning for projects.
- Assisting with executives' work and keeping deadlines for assignments.
- Meeting with executive team on a weekly basis.
- Assist with final reporting with the rest of the executive team.

Vice President Operations

Time Commitment: 10-15 hours/week

The Vice President Operations oversees all Project Managers. This role guides EnactusMU projects in following our mission and vision.

Responsibilities:

- Have weekly updates and bi-weekly meetings with the Director of Projects (DoP) to ensure EnactusMU projects are running smoothly.
- Work with DoP, Project Managers and Executives to develop yearly strategic plans and work to re-evaluate those throughout the year.
- Assist Project Managers in the implementation of the strategic plans.
- Work with Project Managers and the Vice President Finance to create budgets for each project.
- Helping to supply resources and contacts to Project Managers to ensure the project is progressing.
- Assists the VPE in organization of Enactus Regional and National Competitions such as the creation of scripts that align with the Competition judge's scorecard.
- Assists in the creation of new projects, along with the rest of the Executive.
- Assists the President and the VPF with reporting to Enactus Canada.

Vice President Finance

Time Commitment: 10-15 hours/week

The Vice President Finance is responsible for the accounting side of the club and ensuring we have money allocated properly.

Responsibilities:

- Reporting all financials to SAMU and Enactus Canada.
- Filling out and submitting all grants and cheque requisition forms for SAMU.
- Creating and managing budgets for each project and the organization as a whole.
- Reconciling all finances to individuals for expenditures approved by executives.
- Assist with acquiring sponsorship and setting sponsor levels.
- Responsible for tracking metrics of the organization and evaluating metric collection.
- Assist with final reporting with the rest of the executive team.

Vice President Human Resources

Time Commitment: 10-15 hours/week

The Vice President Human Resources is the position formally known as Vice President Internal. The responsibilities of this role are similar to the role of an HR manager at a company.

Responsibilities:

- Recruitment activities to bring in new members and register their contact information.
- Ensuring that projects have adequate member support.
- Training to individual members to help them achieve their own goals.
- Creates social media strategy for Enactus MacEwan.
- Organize Enactus MU team building events.

Vice President External

Time Commitment: 10-15 hours/week

The Vice President External is the point person for competitions, liaison with the Business Advisory Board (BAB), and collecting sponsorship for projects and travel expenses.

Responsibilities:

- Responsible for obtaining sponsorship and managing sponsor relations.
- Helps book and organize competitions.
- Over sees the director of marketing and sponsorship.
- Organized and help development the role for Director of Marketing.
- Newsletters for BAB (minimum of one each academic term – 3/yr).
- Organization of fundraising events.

Director Positions

Director of Projects

Time Commitment: 5-10 Hours/week

The Director of Projects reports directly to the Vice President Operations.

Responsibilities:

- Meeting with all Project Managers on a bi-weekly basis.
- Working with the VPO and Project Managers to develop yearly strategic plans and Facilitating communication between the Project Managers and Executive Committee.
- Communicating with the SAMU Clubs Department regarding room & table bookings.
- Ensuring projects are meeting their strategic goals and that adequate resources are provided to Project Managers by the Executive Committee.

Director of Marketing

Time Commitment: 5-10 Hours/week

The Director of Marketing reports directly to the Vice President External.

Responsibilities:

- Helps manage Social media platforms.
 - Website, Facebook, twitter.
- Working with the VPO and Project Managers to develop yearly strategic plans and Facilitating communication between the Project Managers and Executive Committee.
- Communicating with the SAMU Clubs Department regarding room & table bookings.
- Ensuring projects are meeting their strategic goals and that adequate resources are provided to Project Managers by the Executive Committee.

Director of Sponsorship & Fundraising

Time Commitment: 5-10 Hours/week

The Director of Sponsorship & Fundraising reports directly to the Vice President External.

Responsibilities:

- Works with Ensuring projects are meeting their strategic goals and that adequate resources are provided to Project Managers by the Executive Committee.
- Working with Director of Sponsorship & Fundraising.

Project Manager Positions

Time Commitment: 5-10 Hours/week

General Responsibilities:

- Organize team meetings with project members.
- Report to Director of Projects and Vice President Operations.
- Creating and tracking metrics on the impact of the project.
- Create and implement project goals.

Mission Possible Project Manager

Responsibilities:

- Presenting to Business 201 students about Mission Possible at beginning of semester.
- Communicating with Students, Executive Committee, Teaching Assistants and Faculty to ensure the project runs smoothly.
- Working with and coordinating with external companies.
- Communication of all sessions, booths, and events of the project.
- Organizing various sessions for Mission Possible students (including approval/loan booths, loan collections, etc.).
- Coordinate with Consulting Project manager to set dates and times for pre-approval sessions.
- Reviewing weekly report submissions.
- Organizing Pitch Event each term.
- Organize Mission Accomplished Celebration for the end of the academic year.

Consulting Project Manager

Responsibilities:

- Organize Pre-Approval Sessions Meeting with both students and instructors who require assistance throughout the project.
- Meeting with students who require assistance throughout the project.

Financial Literacy Project Manager

Responsibilities:

- Organizing and running financial literacy workshops for MacEwan students (and other groups we choose to work with) throughout the year.
- Communicating with Executive Committee, Faculty, and other stakeholders to ensure the project runs smoothly.
- Maintaining a clear vision for how this project can be enhanced and what financial literacy resources can be brought to MacEwan students.

Sustainability Project Manager

This is a new project for Enactus MacEwan and it addresses the need to provide sustainability sourced coffee sleeves to campus vendors. We saw this as an opportunity to showcase the talent of our student's creative writing and bring more art into everyday life. We are working internally on the feasibility and practicality of the project with our mentors, communications faculty member Jessica Kluthe and Jason Lee Norman from #yegwords on logistics of products and distribution.

This project is brand new and requires development. If you are passionate about sustainability and have great ideas, please apply for this position!

No Stone Left Alone Project Manager

Time Commitment: June 2016 – November 2016

Responsibilities:

- Communicating frequently with the No Stone Left Alone organizers, Executive Committee, Faculty, and other stakeholders to ensure the project runs smoothly.
- Organizing photographers for the Remembrance Day Ceremonies across the Edmonton Area.
- Distributing of marketing materials for No Stone Left Alone.
- Creating awareness events about No Stone Left Alone and approaching other Enactus teams across Canada to expand this project.

How to Apply

Email a letter of intent and resume to Colin Beecroft (contact info below) no later than **April 1st, 2016**. Interviews will be taking place the following week (**April 4th – 8th, 2016**).

We look forward to hearing from you!

Enactus MacEwan University
Colin Beecroft
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