

JSEC IS RECRUITING!



Now accepting applications till MARCH 17TH, 2023
See our Facebook Page, or visit: www.jsecjmsb.ca



JSEC EXECUTIVE TEAM RECRUITMENT 2023-2024

DEADLINE: MARCH 17TH, 2023

**VICE PRESIDENT
OF FINANCE**

**VICE PRESIDENT
OF INT. AFFAIRS**

**VICE PRESIDENT
OF EXT. AFFAIRS**

**DIRECTOR
OF EXT. AFFAIRS**

**VICE PRESIDENT
OF PROJECTS**

**DIRECTOR
OF PROJECTS**

**VICE PRESIDENT
OF EVENTS**

**DIRECTOR
OF EVENTS**

**VICE PRESIDENT
OF MARKETING**

**DIRECTOR
OF MARKETING**

x2



VICE PRESIDENT OF FINANCE

As the Vice President of Finance, you will create the committee's budget for the upcoming year. As treasurer, you will be responsible for approving all transactions and expenses. It is your role to manage the committee's funds in JSEC's best interest.

Responsibilities

- Approve financial transactions with the JSEC Co-Presidents
- Keep track and verify all financial transactions with accounting records
- Assure that a financial review is conducted after each event to compare predicted expenses with actual expenses
- Update the president(s) regularly on the committee's budget
- Explain reimbursement procedures to the executive team
- Seek out grants and internal sponsorship opportunities

What does it take?

- Team player
- Problem solver
- Organized
- Attention to detail
- Technical skills (Excel, Google Sheets)

***This is a great role for someone looking to develop budgetary planning skills.**



VICE PRESIDENT OF INT. AFFAIRS

As the Vice President of Internal Affairs, you will be in charge of handling internal and external logistics for JSEC. You will oversee room and event bookings, and be responsible for taking meeting minutes. It is crucial for the person with this role to be exceptionally organized.

Responsibilities

- Booking Officer: Book internal and external meetings and events at locations throughout campus
- Work directly with the events team to create event logistics
- Book internal and external tabling reservations and rent the necessary equipment
- Minute taker: Note down necessary information expressed during the weekly meeting
- Organize the JSEC online calendar and make sure team members fill out important forms with weekly reminders
- Organize Google Drive folders for JSEC
- Minor HR responsibilities and internal activities organization

What does it take?

- Excellent organizational skills
- Time-management skills
- Task-driven
- Excellent written and oral communication skills
- Team player

***This is a great role for someone interested in developing their understanding of the various players and entities at JMSB.**



VICE PRESIDENT OF EXT. AFFAIRS

As the Vice President of External Affairs, you will be in charge of managing JSEC's sponsorship package and seeking out sponsorship and funding opportunities for all of JSEC's events. As you represent JSEC in the corporate realm, a high degree of professionalism is required.

Responsibilities

- Create and update the current JSEC sponsorship package
- Create a timeline for sponsorship opportunities within JSEC
- Maintain and build portfolios for company outreach
- Must complete due diligence on potential sponsors to ensure similar values
- Create and maintain a metrics tracking system that will improve our desirability to potential sponsorship opportunities
- Ensure that sponsorship deliverables are fulfilled
- Create sponsorship contracts and present (sign) the contracts once agreements have been reached
- Communicate with other departments to ensure sponsor package promises are filled
- Submit internal funding applications to get funding for events

What does it take?

- Excellent written and oral communication skills
- Strong interpersonal skills and Ability to work independently
- Excellent organizational skills and Goal-oriented

***This is a great role for someone wanting to develop their networking and personal selling skills.**



DIRECTOR OF EXT. AFFAIRS

As the Director of External Affairs, you will work closely with the Vice President of External Affairs by helping manage JSEC's sponsorship package and helping seek out sponsorship and funding opportunities for all of JSEC's events. As you represent JSEC in the corporate realm, a high degree of professionalism is required.

Responsibilities

- Assist the Vice President of External Affairs in creating and updating the JSEC sponsorship package
- Create and update the current JSEC sponsorship package
- Create a timeline for sponsorship opportunities within JSEC
- Support the Vice President of External Affairs in maintaining and building portfolios for company outreach
- Must complete due diligence on potential sponsors to ensure similar values
- Create and maintain a metrics tracking system that will improve our desirability to potential sponsorship opportunities
- Ensure that sponsorship deliverables are fulfilled
- Submit internal funding applications to get funding for events

What does it take?

- Excellent written and oral communication skills
- Strong interpersonal skills and Ability to work independently
- Excellent organizational skills and Goal-oriented

***This is a great role for someone wanting to develop their networking and personal selling skills.**



VICE PRESIDENT OF PROJECTS

Focus: Overseeing the Blog, Mentorship Program, and podcast

As the Vice President of Projects, you will be in charge of any new projects that JSEC will take on in the upcoming year. You will also carry on any ongoing projects from previous years with the help of the various director of projects. It is important that this individual is innovative, organized and goal-oriented to lead the JSEC projects to their full potential. They will need to be opportunistic and approach any barrier to project implementation with creativity.

Responsibilities

- Continue any ongoing projects from JSEC's previous years (Blog, Podcast, Mentorship Program, Sustainable Merch at Concordia, Newsletter)
- Take charge of new project ideas for the upcoming year
- Create plans of action to approach the projects with Project Directors
- Present updates on project progress, and a mid-year presentation of project statuses
- Delegate, monitor, and follow up with other members about project progress

What does it take?

- Goal-oriented and a problem-solver
- High organization skills and attention to detail
- Excellent written and communication skills
- Innovative
- Leadership experience

***This is a great role for someone looking to gain project management skills**





DIRECTOR OF PROJECTS

Focus: Mentorship Program, Blog/Podcast, LinkedIn Job Board, Merch Project within Concordia and JMSB

As the Director of Projects, you will be responsible for carrying on any specific ongoing projects from previous years. It is important that this individual is innovative, organized, and goal-oriented to bring JSEC projects to their full potential. They will need to be a good team player, ready to help other Project Directors work toward their projects too.

Responsibilities

- Meet with and report project progress to the Vice President of Projects on a weekly basis
- Take the lead on a specific project like JSEC's Mentorship Program, Blog and Podcast, LinkedIn Job Board
- Be the key point of contact for the marketing of specific projects
- Reach out to business professionals in the sustainability field to participate in JSEC projects
- Find ways to promote JSEC projects within JMSB to help educate students on sustainability and opportunities within the field

What does it take?

- Excellent organizational skills
- Ability to take initiative
- Creativity
- Team player and Resourceful
- Good communication skills

***This is a great role for someone looking to gain project management skills**



VICE PRESIDENT OF EVENTS

As the Vice President of Events, you will be responsible for the planning and execution of all events held by JSEC. You will oversee workshops, networking events, our annual Business Beyond Tomorrow Conference, and more. It is crucial that the person filling this role be reliable, motivated and proactive.

Responsibilities

- Manage the overall coordination of all JSEC's events
- Prepare goals, targets and schedules for the committee's events, assign tasks to the executive committee for each event
- Be a point of contact with logistics, marketing, sponsorship, and finance to ensure the events run smoothly
- Maintain and comply with the Sustainable Event Certification

What does it take?

- Excellent organizational skills
- Strong interpersonal skills
- Leadership skills
- Team player
- Ability to take the initiative and work independently
- Proficiency with the Google Suite (Drive, Sheets, Docs)

***This is a great role for some who wants to get a feeling for event planning.**



DIRECTOR OF EVENTS

As the Director of Events, you will work closely with the Vice President of Events to ensure the success of JSEC's events. You will aid in task execution for workshops, networking events, our annual Business Beyond Tomorrow Conference, and more.

Responsibilities

- Coordinate all catering for events, including food and beverage
- Determine activities and installations that can keep JSEC's events unique and original
- Coordinate waste sorting volunteers to be present at events
- Organize gifts for speakers, judges, VIPs, participants, etc.
- Source event supplies

What does it take?

- Excellent organization skills
- Task-driven
- Team player
- Ability to take the initiative and work independently

*This is a great role for some who wants to get a feel for event planning.



VICE PRESIDENT OF MARKETING

As the Vice President of Marketing, you will maintain and continue building on JSEC's brand from previous years. You will be in charge of developing marketing campaigns that extend to both the physical and digital world.

Responsibilities

- Create a marketing strategy for the coming year
- Create any necessary graphic material ideas
- Develop marketing campaigns for all JSEC events and projects
- Execute campaigns on any non-social media marketing channels
- Manage ticket reservation process for events
- Maintain the jsecjmsb.ca website with our ongoing projects

What does it take?

- Excellent organizational skills
- Creative thinking skills
- Strong written skills
- Leadership experience
- Technical skills (Canva, WordPress, Eventbrite) are an asset

***This is a great role for someone looking to explore and experiment with the creative and strategic components of marketing.**



DIRECTOR OF MARKETING

x2

Focus: Projects, Events, Social Media

As a Director of Marketing, you will be working with the Vice President of Marketing in handling the marketing domain within JSEC. This can come in the form of marketing our projects, events or managing social media & outreach. You will be expected to work with other departments within JSEC.

Responsibilities

- Assist the Vice President of Marketing in executing marketing strategies
- Gather the necessary information needed to create and post on social media
- Make graphics and write descriptions of social media posts
- Promote and create awareness on all of JSEC's social media pages, including Facebook, Instagram, LinkedIn and TikTok

What does it take?

- Excellent organizational skills
- Time management skills
- Creative thinking skills
- Ability to work independently
- Team player
- Strong written skills and good communication
- Technical skills (Canva, Social Media account management experience) are an asset

***This is a great role for someone looking to explore and experiment with the creative and strategic components of marketing.**



WE WANT
YOU!

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