

## **SFU CLF Hiring Package Fall 2021 - Spring 2022**

We are looking for driven, motivated students like you to join our well-rounded team of individuals! The Canadian Liver Foundation SFU Club is filled with bright students that strive to spread health awareness. Come join our team to pursue your skills and strengths outside of academics, and build new friendships!

### **VP Finance (2 positions)**

VP Finance is in charge of acquiring club funding throughout the year. Individuals applying for this role will be proactive in searching for any resources of funding for the club, applying for grants, and must work alongside peer executives to ensure funds are maintained throughout the semester(s). Capability to meet deadlines and previous experience in budgeting required.

Problem-solving and critical thinking skills are a necessity.

- Manages the club's finances and CLF SFU Trust Account
- In charge of filling out cheque requisition forms when charges are meant to be reimbursed back to club members.
- Works alongside Event Coordinators to budget and apply for grants as necessary to fulfill the costs of events, while obtaining maximum revenue.
- Must maintain a balance in terms of funds for the club, and ensure that all funds are properly managed throughout the year.
- In charge of seeking club funding, researching available funds for clubs, and submitting any necessary applications for any new sources of revenue for the club

### **VP Communications and Marketing (2 positions)**

VP Communications and Marketing executives take over the entirety of social media and promotion execution for the club. Individuals within this role constantly update and maintain CLF SFU social media platforms, create digital logos, advertisements, and digital images for the club. Individuals applying for such a role should have experience in using applications such as Weebly and Canva. Attention to detail, communication, and writing skills are essential.

- Manages all of the clubs social media platforms, websites and newsletters (Facebook, Website, Instagram)
- Creates digital liver disease awareness educational posters time by time to implement throughout SFU or online
- Works with Event Coordinators to advertise and promote upcoming CLF SFU events on social media platforms
- Answers general questions and inquiries regarding the SFU CLF club to non-members on social media and at social events.
- Remains active on social media with liver disease awareness
- Actively finds ways to promote the club to recruit more general members, fills out forms required if necessary

### **Event Coordinator (1 Position)**

The Event Coordinator is in charge of the execution of events and fundraisers. Previous experience in event planning is an asset. Organization, creativity and a basic understanding of events are required skills in such a role.

- Coordinates and plans out the execution of large scale events, fundraisers and club activities
- Works with VP Communications and Marketing, and VP Finance, to discuss the finances and promotion necessary for following events.
- Fills out required forms and documents following events (Event Summary Form, etc)
- Prepares and organizes risk management strategies for events, to ensure a safe environment during events for all SFU students.
- Collaborates with other members of the club to create events and activities that provide an excellent educational, social and learning experience for attending members
- Decorates and prepares the outline of events.
- Must attend all events

### **VP Internal (1 Position)**

VP Internal mediates internal affairs within the CLF SFU Club. VP Internal is responsible for communicating with other executives and keeping tabs on the overall progress of the semester. Ensures that every activity is completed according to the proper deadline. Key skills to have are interpersonal skills and teamwork skills.

- Coordinates and organizes weekly team meetings
- Moderates meetings and keeps track of meeting times
- Checks in on each executive and follows up with what their progress is regarding particular tasks
- Oversees overall internal communication between the members of the club

### **VP External (1 Position)**

VP External is in charge of all external affairs regarding the club. An individual in this role must maintain good relationships with external organizations, sponsors and clubs. In charge of contacting and making connections with vendors, guest speakers, or businesses for fundraising and collaboration purposes. Key skills in this role are communication skills and the capability to meet urgent deadlines.

- In charge of connecting with the following organizations and clubs outside of CLF SFU. In charge of maintaining good relationships and collaborations with: UBC CLF, Campus professors, other SFU clubs, CLF, etc.
- Works alongside the Events Coordinator regarding collaboration events with other external clubs, as well as external organizations and businesses regarding fundraisers.

### **Secretary (1 Position)**

The secretary is in charge of keeping all records and documents regarding the club and must attend all meetings and keep a record of meeting minutes. An individual in this role will take over most of the paperwork on behalf of other executives. Must work with all executives to gather all necessary records and fill out documents. Previous history in administrative work or volunteering is an asset. Organization skills, Interpersonal skills, and the capability to meet all deadlines are required within candidates.

- Keeps records of club events, club meetings and important discussions
- Documents meeting minutes during each group meeting
- Keeps tabs on other executives by reminding them of their deadlines and future club assignments to complete. In charge of meeting deadlines and important date reminders through weekly emails with meeting minutes.
- Keeps tabs of the hour(s) of commitment that each general member and executive has completed.
- Maintains complete and up to date copies of all required forms and resources necessary for the club
- Keeps the club organized, and is accessible by every other executive in the club.

### **Graphic and Website Design Coordinator (1 Position)**

The Graphic and Website Design Coordinator works closely with the VP of Communications and Marketing to constantly update the club's website and social media platforms with eye catching images, logos and banners. Previous history working in graphic design is an asset. Creativity, Innovation, attention to detail, and IT skills are essential in such a role.

- Constantly updates CLF SFU website with upcoming events, liver disease education, images, and more.
- In charge of the entirety of social media graphics, such as banners, event posters, photos and club logos.
- Experience with design and website apps is a necessity, such as (Weebly, Canva, ProCreate, etc)
- Creates different blogs and postings on social media platforms to keep CLF SFU online platforms active and maintained

**JOTFORM APPLICATION FORM LINK:**

<https://form.jotform.com/212476892639066>