EP'22 Members Recruitment

Committees Job Description:

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External Relations Section

Fund-Raising Committee

job description:

- Provide Energia with the needed fund to achieve its objectives
- Provide Energia with main, academic, printing and catering sponsors
- Responsible for maintaining good relation with our sponsors
- Develop new fundraising strategies for better sponsorships
- Representative for Energia in front of our sponsors

Requirements:

- Good negotiation skills
- Interested in dealing with people & companies' managers
- The availability to attend offline meetings and go on offline visits

Skills you will gain:

- Time management skills
- Problem solving skills
- Presentation skills
- Writing a professional CV
- Having a professional LinkedIn account
- Writing formal emails
- Making professional phone calls
- How to get a sponsor

External Relations Section

Public Relations Committee

job description:

- Responsible for Energia's permits and approvals
- Provide key speakers & media coverage for all events if needed
- Provide suitable place for all offline events
- Responsible for ushering at the booth
- Responsible for partnerships with other organizations
- Responsible for maintaining good relation with our partners
- Representative for Energia at external competitions

Requirements:

- Good communication skills
- Interested in dealing with people & public figures
- The availability to attend offline meetings and work in offline events.

Skills you will gain:

- Time management skills
- Problem solving skills
- Presentation skills
- Writing a professional CV
- Having a professional LinkedIn account
- Writing formal emails
- Making professional phone calls
- How to offer and make a deal

Information Technology Section

Mobile App Committee

job description:

- Develop Energia mobile app and add new features.
- Solving bugs in mobile app.
- Give academic sessions to participants.
- Supervise on participants' final projects.

Requirements:

- Team work
- Enthusiasm
- Basic programming skills
- Basic knowledge of dart programming language.
- Knowledge of Flutter and git is a great plus.

Skills you will gain:

- How to work in a real-life big project
- New technologies that are used by big companies
- Increase your problem-solving skills
- Apply what you have learned in projects that will make your CV stronger.

Information Technology Section

Web Development Committee

job description:

- Develop Energia web app and add new features.
- Solving bugs in web app.
- Give academic sessions to participants.
- Supervise on participants' final projects

Requirements:

- Team work
- Enthusiasm
- Basic programming skills
- Basic knowledge of HTML and CSS
- Knowledge of JavaScript and git is a great plus.

Skills you will gain:

- How to work in a real-life big project
- New technologies that are used by big companies
- Increase your problem-solving skills
- Apply what you have learned in projects that will make your CV stronger

Multimedia Section

Marketing committee

Job description:

- Responsible for all EP's platforms.

- Create a marketing plan for each campaign and analyze it.

- Come up with events' ideas and content.

- Create content for social media posts and videos.

Requirements:

- Passionate about marketing.

- Follow media trends and familiar with social media platforms.

- Can create good and attractive content.

- Commitment

- Teamwork

Skills you will gain:

- How to manage pages on social media platforms

- Content creation for posts and writing videos script

- Create successful campaigns and measure their progress

- Improve your analytical skills.

Multimedia Section

Media committee

Job description:

- document the events with photos and videos

- create promotional and description videos for each campaign

- photo and video editing

Requirements:

- Good background in photography, photo editing, and videomaking

- Enthusiast with photography and videography and motion graphics

- Commitment

- Teamwork

Skills you will gain:

- How to take perfect shots and photo editing (photography).

- How to build video.

- Lightroom, Premiere, After effects, illustrator, Photoshop.

Multimedia Section

Design Committee

Job description:

- Creating graphics including illustrations, logos, layouts and photos.
- Design different types of graphics for use in products such as T-shirts, IDs, posters, flyers and planners.
- Work on online campaigns and visualize marketing written content to design social media posts.
- Making needed designs required by other committees.

Requirements:

- Familiarity with Adobe software, (Photoshop and illustrator).
- Can make good and aesthetically appealing graphic designs.
- A talent for creativity and problem-solving.
- Ability to work well within a team.
- Commitment, having time management and communication skills.

Skills you will gain:

- Enhance Ability to Work on usual Software.
- Understand design Basics, principles and process.
- Learning more about another design software such as (adobe indesgn - adobe xd).

Organizational Development Section

Human Resources Committee

Job description:

- Responsible for motivation &raising the spirit of team.
- Help heads to provide a healthy work environment to developing members .
- Follow up the objectives set by head to develop the members, ensuring that they are achieve.
- Evaluate all members' performance in each committee.
- Prepare profiles and feedback for all members .
- Responsible about profiles committees
- Responsible for data base of members
- Solve any problem –if there-in committee.
- Writes minutes-of-meetings.
- Know trainings needed for his committee members.
- Make individual meetings with all members to take their feedback and solve any problem.
- Help heads and take a part interview at the 2nd phase recruitment members to choose the suitable members
- Help AC instructors to select the participants
- Prepare any required recruitment plan in the session
- Send the rejection mails to rejected applicant after any recruitment phase
- Responsible for any (online /offline) application

Skills you will gain:

- Communion skills
- Interviewing skills.
- How to give effective feedback.
- Problem solving
- Word and excel basics

Organizational Development Section

Quality Committee

Job description

- Responsible for preparing any templates of document (feedback form, profiles…. etc.) for any events and sessions
- Help PM in planning
- Analyze any problems facing the organization and find the solutions for them.
- Attend AC rehearsals, provide feedback about it, trying to find alternatives to weak points, and putting lights on strength points
- Responsible for taking and documenting feedback in the session.
- Responsible for organizing, filtering data base of participants
- Responsible for documentation for any event
- Responsible for delivering a report about how the online campaigns are proceeding.
- Responsible to take the feedback from attendees in any event
- Doing a swot analysis for each committee in AC

Requirements:

- have basic skills in excel, word,
- team player
- Takes care of the surrounding details
- Has an inclusive view situation they live/hear?
- Looks on the situation from the outside to develop their opinion.

Skills you will gain:

- Deal with Microsoft word, excel PowerPoint
- Analyze situations, and determine their strengths, and what changes can be made to achieve the goal in the best way possible
- Brain storming for ideas
- Critical thinking
- Problem solving
- Leadership skills

Organizational Development Section

Decoration, Coordination& Reception Committee (DCR)

Job description:

- Designing and building booth .
- Responsible for all decorations (booth, rooms, halls) in the whole season
- Responsible for any giveaways required .
- Supply all needed material (Giveaways, decorations ,any printing material, …. etc.)
- Responsible for the reception of attendance.
- Responsible about the activities in AC sessions in coordinate with instructors
- Responsible for reception & coordination plans at any event and AC sessions.
- Serving the catering during events.

Requirements:

- interested in handmade crafts
- Interested in decorating
- Creativity
- Ability to work in team
- Responsible
- Ability to meet deadlines

Skills you will gain:

- Presentation skills
- problem solving
- Time management
- Communication skills
- Creative thinking
- Coordination

Academic Section

C++ Committee

job description

- Make interviews with the HR to select the participants.
- Prepare their own slides.
- Explain the concepts and the content to the participants clearly.
- Spread positive vibes between the participants.
- Make sure that the participants understand everything by asking them questions
- Give the participants tasks to implement.

Requirements

- Basics of C++
- Control structures
- Arrays
- Functions (call by reference and call by value)
- pointer basics
- Memory allocation
- Object and class
- Inheritance
- Polymorphism

Skills you will gain:

- Teamwork.
- Leadership.
- Life management.
- Greater personal growth both in the workplace and mind .
- Improving communication skills.
- Improving presentations skills.

Academic Section

Data structure Committee

job description

- Prepare the materials for the workshops and the presentations.
- Attend rehearsals.
- Explain sessions to participants.
- choose participants' tasks
- Interview the participants that apply to the workshop.

Requirements

- Good knowledge in c
- knowledge about structures and pointers
- a little knowledge about linked list, queues and stack

Skills you will gain:

- Teamwork.
- Leadership.
- Life management.
- Greater personal growth both in the workplace and mind .
- Improving communication skills.
- Improving presentations skills.

Academic Section

Embedded Committee

job description

- Prepare the materials for the workshops and the presentations.
- Attend rehearsals and meetings.
- Explains sessions to participants.
- Mark participants' tasks and report weekly feedback to the head.
- Invite participants to the workshops through arranged booth.
- Interview the participants that apply to the workshop.

Requirements

- Have good knowledge of AVR Microcontrollers.
- Have good knowledge of using several internal peripherals.
- Have a good knowledge of C programming language.

Skills you will gain:

- Teamwork.
- Leadership.
- Life management.
- Greater personal growth both in the workplace and mind .
- Improving communication skills.
- Improving presentations skills.

Academic Section

Arduino Committee

job description

- Prepare a PowerPoint presentation.

    This PowerPoint presentation must include the following:

    1. the content to be explained in the session
    2. Solved examples, AKA examples to be solved by the instructor and the students during the session
    3. Assignments, AKA tasks to be solved by the students as a homework.
    4. Previous Assignments Solution
- Rehearse on every session until ready.
- Follow up with the students throughout the week for any questions or for any assignments that needs grading.
- Follow up with the students throughout the project's phases for any inquiries, just to be clear, the instructor will have already done this project before.

Requirements

Members Technical Criteria

- Familiar with the Arduino UNO board
- Experienced in using the four main commands: digitalWrite, digitalRead, analogWrite, analogRead
- Familiar with different types of sensors
- Completed at least one project that is not one of the following: Remote-Controlled (RC) Car, Smart Home, Robotic Arm
- The criteria mentioned above will be only fulfilled if there is hardware experience, if the experience was simulation only, the criteria will not be fulfilled.

Skills you will gain:

- Teamwork.
- Leadership.
- Life management.
- Greater personal growth both in the workplace and mind .
- Improving communication skills.
- Improving presentations skills.