VP OF OPERATIONS

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The VP of Operations is responsible for juggling all the moving parts that go into delivering an awesome experience for general members. From weekly meetups to panelist events with over 100 attendees, you are an ideator that sets to improve and execute on the vision of what Coffee 'N Coders' meetups look like. You will gain experience leading a group of passionate students to regularly pull together events for 70-130 students across all faculties, develop strong communication skills, and excellent ability to execute effectively under time constraints (aka to hustle!).

RESPONSIBILITIES: Ensure event logistics such as the following are delegated / complete:
// Develop event schedules that consider all constraints and necessary setup
// Develop a floor plan that accommodates event schedule
// Reach out to panelists, guest speakers, local sponsors (with the sponsorship director), etc.
// Communicate event plans so that the entire team is on-board
// Integrate feedback into following events
// Ensure members have sufficient resources to execute tasks in timeline

REQUIREMENTS:
// Leadership experience
// Experience with organizing large events (50+ attendees, university events even better!)
// Great time management skills
// Creative problem solving skills
// Clear and quick communication skills to troubleshoot problems

VP OF FINANCE

The VP of Finance is responsible for leading the creation and delivery of pitches to various campus faculties to secure thousands of dollars in funding. You are somebody who is extremely organized, has a meticulous attention to detail, is a great communicator, and is proactive so that the exec reimbursements are processed in a timely manner. In this position, you will be in charge of a team of finance directors to collaboratively finesse the funding for the club. You will gain experience in financial decision making and accurately reporting all of the financial data.

RESPONSIBILITIES:
// Develop a forecasted budget for future terms
// Strategically distribute secured funding over 10+ events
// Create proposals and pitches for thousands of dollars from faculty endowment funds
// Present the pitches to various endowment funds
// Record and manage the finances of the club in an organized manner
// Process reimbursements for club spending

REQUIREMENTS:
// Leadership experience
// Experience with presenting and/or pitching to an audience
// Experience with forecasting and creating budgets
// Outstanding organizational skills and attention to detail
// Great time management skills
// Ability to work with tight deadlines
// Clear and quick communication skills on the spot

PROJECT LEAD

As a Project Lead, you will teach a group of weekly club members how to complete a project of your choice from start to finish. There will be other project leads teaching different projects that will run parallel to yours. You and the other project leads will work closely with our VP Education who will oversee the projects. Most importantly, project leads form the user experience of our club, as they work closest with our weekly club members.

RESPONSIBILITIES:
// Pick a project of your choice to teach others
// Plan weekly project lessons and milestones
// Prepare weekly teaching material for lessons (eg. PowerPoint slides, informative instructions, exercise sheets, etc.)
// Teach and present your prepared lessons to club members
// Monitor the progress and learning of club members within your project

REQUIREMENTS:
// Passion for teaching and genuinely helping others
// Patience to teach anyone, including complete beginners
// Ability to present, summarize and explain complex ideas clearly
// Excellent verbal and written communication skills or the strong desire to improve them
// Experience developing and completing personal side projects
// Knowledge in a field of tech (see list of project categories below)

POTENTIAL PROJECT CATEGORIES:
// Web Dev
// Game Dev
// Hardware (Arduino/Raspberry Pi)
// Machine Learning
// Data Science
// Mobile
// Automation
// UX/UI Design
// Graphic Design
// And more! (We want to hear your ideas!)

SKILLS TO GAIN:
// Teaching in a group setting
// Public speaking
// Engaging an audience
// Presentation & writing skills

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OPERATIONS DIRECTOR

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The Operations Director is responsible for making sure all events are executed without hiccups from planning to execution stage. Hand in hand with the VP Operations, you are the powerhouse behind orchestrating the operational magic like food, venue, assigning exec roles during events, scheduling, venue layout, and more! If you are a detail-oriented hustler who wants to strengthen your communication, time management, organization and be a part of a bangin' team, this is the place for you.

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RESPONSIBILITIES: Work with the VP Ops to achieve the following:
// Develop event schedules that consider all constraints and necessary setup
// Develop a floor plan that accommodates event schedule
// Reach out to panelists, guest speakers, local sponsors (with the sponsorship director), etc.
// Communicate event plans so that the entire team is on-board

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REQUIREMENTS:
// Experience with organizing large events (50+ attendees)
// Great time management skills
// Organizational skills and attention to detail
// Effective executor

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FINANCE DIRECTOR

The Finance Director is responsible for ensuring the club funds, reimbursements, and budgets are effectively managed and recorded. To have food or free coffee at really cool events for hundreds of students, provide hardware parts for free to general members, you are a critical part of the team. You are somebody who has a meticulous attention to detail, is a great communicator, and is proactive so the exec reimbursements are processed in a timely manner. In this position, you will have an opportunity to lead the creation and delivery of pitches to various campus faculties to secure thousands of dollars in funding.

RESPONSIBILITIES:

// Manage and upkeep the club inventory for event activities (ie. coffee supplies, swag, machines, etc)
// Process reimbursements for club spendings
// Develop a budget for the term and distribute over each event
// Clearly record and manage a club finance sheet
// Create proposal and pitch for thousands of dollars in faculty endowment funds

REQUIREMENTS:

// Knowledge of google sheets (Excel) or other finance-management tools / methods
// Experience managing personal or organizational finances
// Clear communication (written and verbal)
// Meticulous attention to detail

MARKETING DIRECTOR

1 **As our Marketing Director** you will be the voice behind Coffee 'N Code. You will be the force behind our
2 marketing efforts on social media, email, and partner relations. You will work closely with our VP marketing
3 and creative director to create and execute on marketing initiatives.
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RESPONSIBILITIES:
5 // Manage social media accounts and promote events
6 // Act as an ambassador for the club and develop club recognition
7 // Manage and promote partner content
8 // Write content for social media, weekly newsletters, and blogs
9 // Assist in creation of marketing assets (experience with design tools is an asset)
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REQUIREMENTS:
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12 // Experience in marketing
13 // Knowledge of Adobe Suite (Photoshop and Illustrator) is an asset!
14 // Strong copywriting skills
15 // Excellent interpersonal, written and oral communication skills
16 // High attention to detail
17 // Strong project management and stakeholder management
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CREATIVE DIRECTOR

Do you enjoy creating eye-capturing media posts? Do you understand what it takes to build and convert a digital audience? Then this role may be perfect for you! **As a creative director** you will be creating shareable content that will help grow, engage and retain our followers. You will work alongside the VP of Marketing and the Marketing Director to create and shape the image of Coffee 'N Code. From social media posters, banners and even promotional videos, you will play an integral role in expanding CnC's digital awareness, followers, and brand. There is no limit as to what you choose to create to help promote Coffee 'N Code!

RESPONSIBILITIES:

// Create visual marketing materials for Coffee 'N Code hosted events
// Create visual content for social media, weekly newsletters, and blogs
// Act as an ambassador for the club by developing club recognition through visuals assets
// Be the main creator of all marketing assets

REQUIREMENTS:

// Experience in marketing
// Knowledge of Adobe Suite (Photoshop and Illustrator) and other design tools is an asset!
// Excellent interpersonal, written and oral communication skills
// High attention to detail
// Strong project management and stakeholder management skills

PODCAST VIDEO EDITOR AND PRODUCER

As a Podcast Editor and Producer, you will be responsible for helping with the pre-production, recording and post production of the Coffee N' Code podcast "Tech Support". There are a lot of equipment, resources, and people that need to be organized to ensure a good recording of an episode, and you will the production powerhouse that makes every single crispy pixel we upload possible! When not on set you will be helping with editing the video cut of the podcast, as well as occasional motion graphics work and content distribution. Ideal candidates bring a passion for video production to the highest standard of quality, and have a creative instinct they are willing to work to fulfill.

If you would like to see what the podcast is like, rough cuts of audio and video can be found below. Help us make it better!

Video: https://bit.ly/2YZZqpM
Audio (Spotify): https://spoti.fi/2U2swB6
Audio: (iTunes): https://apple.co/2U6ewqa

RESPONSIBILITIES:
// Help organize on set to ensure all recordings are complete and of outstanding quality
// Edit the video episodes of podcasts
// Provide creative input and direction about the podcast content
// Help grow the podcast audience and brand
// If comfortable, host the podcast sometimes!

REQUIREMENTS:
// Mastery of video editing software (Adobe Premiere Pro preferred)
// Color grading skills
// Motion graphics skills
// High standard for quality in production

APPLICANT SHOULD INCLUDE A LINK TO PREVIOUS VIDEO EDITING WORK IN THEIR APPLICATION

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