

***GADO-GADO INDONESIAN  
STUDENTS ASSOCIATION OF UBC***

# **HIRING PACKAGE**

**FALL EXECUTIVE HIRING 2023/2024**



# ABOUT US

GISAU is a non-profit cultural organization centered on promoting Indonesian hospitality to UBC students, Indonesians, and non-Indonesians alike.

GISAU is a subsidiary of the UBC Alma Mater Society.





# VISION

We strive to create an **inclusive and diverse community** that cultivates a sense of belonging to all members. Through engaging events that we plan to execute, we want our members to create meaningful connections, lasting memories, and a **home away from home**. Additionally, we empower our members and executives' **personal and professional growth**.

Together with GISAU, let's build a welcoming community to celebrate Indonesian culture!

# MISSION

## **1. Foster a Diverse and Inclusive Community:**

Create an Indonesian club at UBC that embraces diversity, respects individual identities, and celebrates Indonesian culture, fostering a sense of belonging for all members.

## **2. Promote Fun and Engaging Activities:**

Organize a variety of recreational and cultural events, social gatherings, and outings that cater to diverse interests, ensuring members have enjoyable experiences and create lasting memories.

## **3. Empower Members' Career Development:**

Provide resources, workshops, and networking opportunities to support members in their academic and professional growth, equipping them with skills, connections, and guidance for successful career paths.

# POSITIONS AVAILABLE

*We are looking for our next...*

**CREATIVE COORDINATOR**

**CONTENT CREATOR**

**FNB COORDINATOR**

**SPONSORSHIP COORDINATOR**

**EVENTS COORDINATOR**

# EVENTS COORDINATOR

**Department:** Events

**Time Commitment:**

- 3-4 hours/week
- 6+ hours leading to an event (around 1-2 events per month)

## What we do:

*As an Events Coordinator, you will be in charge of overseeing the entire process in **creating GISAU events** throughout the academic year to achieve one particular goal: in becoming a second home for students in UBC. Particularly, you will be involved in the **brainstorming, planning, execution, and evaluation** processes of each event alongside the Events department. By being a part of the Events team, you will gain a variety of skill sets, from creative and critical thinking, adaptability, to effective communication.*

## Responsibilities:

- Work closely with the Events Department to plan and innovate engaging event ideas.
- Collaborate with Logistics Director in producing timelines, itineraries and task allocations for each event.
- Communicate clearly with other departments and members of GISAU to maximize optimal feedback regarding each events.
- Ensure each events flow smoothly according to plan, while allowing room for adaptability when changes are necessary.
- Participate in weekly meetings by listening attentively and also, contributing to our discussion as an Events Department altogether.

## Competencies:

- Work closely with the Events Department to plan and innovate engaging event ideas.
- Collaborate with Logistics Director in producing timelines, itineraries and task allocations for each event.
- Communicate clearly with other departments and members of GISAU to maximize optimal feedback regarding each events.
- Ensure each events flow smoothly according to plan, while allowing room for adaptability when changes are necessary.
- Participate in weekly meetings by listening attentively and also, contributing to our discussion as an Events Department altogether.

# F&B COORDINATOR

**Department:** F&B

**Time Commitment:**

- 2-3 hours/week ; ± 10 hours during *Rantangan* or events meal preparation
- Summer: Brainstorm recipes for future events and potential instagram recipes; *Rantangan* and events (if any)
- Fall-Spring: Cook during events, if there are no events, *Rantangan* will take place

## What we do:

As the **Food & Beverage (F&B) Coordinator**, you are excited and willing to show your **culinary talents** with the great tastes of Indonesian foods to those who crave ***rasa lokal*** (taste of home) through **GISAU's events, Rantangan, and sharing recipes** in GISAU's social media and newsletter. By contributing and being part of the F&B team, you understand that your **exceptional cooking skills will bring people together, and every single dish will be the cherry on top for every event.**

## Responsibilities:

- Work together as a team to research, compile and evaluate potential recipes for scheduled events and *Rantangan*
- Cook food for *Rantangan* and in-person events in adherence to food safety protocols
- Pack and portion food according to the given portion size
- Purchase necessary ingredients and equipment for *Rantangan* and in-person events
- Manage the kitchen's flow when cooking for events and *Rantangan*
- Keep track of F&B's ingredients and equipment
- Willing and able to collaborate with other departments and delegate tasks to executives that will help cook and pack the foods

## Competencies:

- Adept at cooking Indonesian food
- Familiar with authentic Indonesian taste
- Excellent organizational and time-management skills with the ability to multitask
- A team player with a willingness to learn and adopt to new things
- Excellent verbal and written communication skills
- Food Safe Level 1 certification is an asset
- Access to a vehicle and/or a cooking place near UBC Vancouver campus is an asset.



# SPONSORSHIP COORDINATOR

**Department:** Externals

**Time Commitment:**

- 2-3 hours per week
- 4+ hours during peak partnership periods

## ***What we do:***

*As the **Sponsorship Coordinator**, you are an individual that is excited to be a **bridge between our members to global and local Canadian brands** through sponsorship. You possess a go-getter personality, smooth persuasive skills, and professionalism that will allow you to obtain sponsors to support our membership program and events. Working together with the Sponsorship Team, you will represent GISAU in establishing **external-facing connections**, e.g. ASEAC.*

## ***Responsibilities:***

- Work with the Sponsorship team to create sponsorship proposals
- Research and contact companies for sponsorships with values that align with GISAU
- Maintain and build existing and new partnerships to support GISAU's membership program and events
- Coordinate deliveries and/or pick-ups of sponsors' donations

## ***Competencies:***

- Professional verbal and written communication skills
- A team player with the perseverance to reach out to sponsors
- Excellent organizational and time-management skills
- Exceptional attention to detail
- Cold calling/emailing experience is an asset
- Experience in negotiation is an asset



# CONTENT CREATOR

**Department:** Marketing

**Time Commitment:**

- 2-3 hours per week
- 4+ hours leading to an event

## ***What we do:***

*As a **Content Creator**, you will play a crucial role in showcasing the activities and initiatives of GISAU to both our university community and the wider public. You will have the opportunity to use your creativity and communication skills to **engage our members and promote our club's mission** through various forms of content (TikToks, Reels, Newsletters, etc.) while collaborating with the Marketing department.*

## ***Responsibilities:***

- Manage social media accounts, create engaging content, and schedule posts. Monitor, follow and implement social media trends
- Develop and execute a content strategy that aligns with the GISAU's vision and mission
- Create compelling written content, including articles, event descriptions, captions, and monthly newsletters
- Plan and execute email newsletters. This includes creating email templates, filling templates, and sending to mailing lists.

## ***Competencies:***

- Excellent written and verbal communication skills.
- Proficiency in using social media platforms and content creation tools.
- Basic knowledge of photography and video editing (experience with Adobe Creative Suite or similar tools is a plus).
- Creativity and the ability to think creatively about content ideas and strategies.
- Strong organizational and time management skills.
- Previous experience in content creation, marketing, or social media management is an asset.

# CREATIVE COORDINATOR

**Department:** Marketing

**Time Commitment:**

- 5-6 hours/week (When we plan to post on social media platforms, time commitment may vary due to supporting events and marketing materials)
- GISAU posts every week:
  - Summer: Recipe videos and Instagram contents
  - Fall - Spring: initiative details posting and marketing materials. A crucial part of the creative team is the **exec reveal** during the fall; this includes taking pictures, editing and posting content.

## What we do:

As the **Creative Coordinator**, you are passionate about inspiring and communicating values through design. Working together with the Creative Team, you will **design graphics** for various documents and promotional pieces.

## Responsibilities:

- Work closely with the Creative Director to produce visually appealing and engaging designs
- Create an organization image by setting the organization's colour palette, font, and aesthetics
- Design events' promotions, web pages, annual reports, advertisements, and other communication materials
- Work closely with the Marketing team to translate marketing strategies into graphic design.

## Competencies:

- A team player with the willingness to learn new things
- Familiarity with design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva, or Figma
- Creative and innovative in capturing the essence of events
- Exceptional attention to detail
- Excellent communication, organizational and time-management skills with the ability to multitask.

# HOW TO APPLY

Please send your application to **contact.gisau@gmail.com** latest by **October 6th, 2023, at 11:59 PM PDT**, with the subject line: **GISAU Application - [First Preferred Position]**.

Include a **single PDF document** containing a **one-page resume** highlighting your most relevant experiences and a **one-page cover letter** answering the following questions:

1. Why do you want to be part of the GISAU executive team?
2. What makes you an exceptional candidate for your preferred role?
3. What do you hope to get out of your applied position(s)?
4. If applicable, what are your second and third positions of interest?

The **first round of interviews** will be conducted **online** on October 9-13th, 2023, via Zoom. If you are selected to proceed to the first round of interviews, you will receive an email to fill in your preferred interview slot by October 8th, 2023.

The **second round of interviews** will be conducted **in person** on the UBC Vancouver campus on October 16th, 2023, at 6 PM PDT-End. You will receive another email if you are selected to proceed to the second round of interviews.



# **Gado-Gado Indonesian Students Association of UBC**

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