



Maximizing Opportunities

Initiatives Coordinator

Position Summary

As an Initiatives Coordinator, you will be responsible of creating projects which benefit Co-op students and strengthen Sauder Co-op community from start to finish. The candidate must have knowledge and experience with event planning and project management. Furthermore, candidates must be extremely detailed, organized, and have a systematic mindset. The Initiatives Coordinator will report to the VP Initiatives and the President.

Time Commitment

Regular weekly meeting: 1 hour per week

Around Events Weeks: 5-10 hour per week

Term of Employment

January 2021 – April 2021

Main Responsibilities

- Plans, organizes and executes the COSAS Interview Preparation Workshop, including all logistic coordination
- Support VP Initiatives in planning, and executing the COSAS Mentorship Program
- Creates and organized other initiatives with the goal of helping Sauder Co-op community
- Collaborates with VP Finance for budget feasibility and VP Marketing for promotion of events
- Conducts project closing report by analyzing event's feedback responses and consolidate project materials
- Absolute punctuality and activism towards attending COSAS weekly meetings and events

Main Learning Outcome

Initiatives Coordinator can expect to gain experience with project management, feasibility analysis, time management, teamwork, leadership and decision making skills.

Application Process

- Send us an up to date resume with your most relevant experiences to **cosas.sauder@gmail.com**
- Complete the application form at: <https://forms.gle/LxrAJC6pYnwqa9az8>