



GADO-GADO INDONESIAN STUDENTS ASSOCIATION OF UBC

SUMMER HIRING PACKAGE

EXECUTIVE TEAM 24/25

ABOUT US

GISAU IS A NON-PROFIT CULTURAL ORGANIZATION DEDICATED TO PROMOTING INDONESIAN HOSPITALITY TO BOTH INDONESIAN AND NON-INDONESIAN STUDENTS. OUR GOAL IS TO CREATE A CLOSE-KNIT AND CONNECTED COMMUNITY THAT EMBODIES THE SIGNATURE WARMTH OF INDONESIAN CULTURE. WE WELCOME AND EMBRACE THE DIVERSE UBC SOCIETY, FOSTERING A SENSE OF BELONGING AND UNITY AMONG ALL STUDENTS AT THE UBC VANCOUVER CAMPUS. THROUGH OUR INITIATIVES, WE AIM TO BRIDGE CULTURAL GAPS, CELEBRATE DIVERSITY, AND PROVIDE A HOME AWAY FROM HOME FOR ALL OUR MEMBERS.

VISION

FOR THE GISAU 2024/2025 TERM, WE FOCUS ON CULTIVATING A SENSE OF BELONGING AND APPRECIATION FOR DIVERSE CULTURES. THE AIM IS TO EMPOWER ALL MEMBERS, REGARDLESS OF THEIR BACKGROUND, TO FEEL A SENSE OF HOME WITHIN THE COMMUNITY. BY PROMOTING INDONESIAN CULTURE, THE GOAL IS TO ENRICH THE EXPERIENCES OF THOSE UNFAMILIAR WITH IT WHILE REKINDLING EXCITING MEMORIES FOR INDONESIAN MEMBERS. THIS VISION SEEKS TO CREATE A VIBRANT, INCLUSIVE ENVIRONMENT WHERE CULTURAL APPRECIATION IS AT THE FOREFRONT, FOSTERING CONNECTIONS AND UNDERSTANDING AMONG ALL MEMBERS.

MISSION

OUR MISSION AT GISAU IS TO CULTIVATE A DIVERSE AND WELCOMING COMMUNITY AT UBC BY HOSTING VIBRANT CULTURAL EVENTS THAT SHOWCASE INDONESIAN HOSPITALITY. WE WILL BUILD A SENSE OF BELONGING THROUGH VARIOUS RECREATIONAL ACTIVITIES, SOCIAL MEETUPS, AND EXCURSIONS. FURTHERMORE, WE ARE COMMITTED TO SUPPORTING MEMBERS' CAREER ADVANCEMENT BY PROVIDING ACCESS TO RESOURCES, EDUCATIONAL WORKSHOPS, AND NETWORKING EVENTS, FOSTERING THEIR ACADEMIC AND PROFESSIONAL SUCCESS.

POSITIONS AVAILABLE

EVENTS DIRECTOR

EVENTS COORDINATOR

F&B COORDINATOR

CONTENT CREATOR

CREATIVE COORDINATOR

WEB DEVELOPER

SPONSORSHIP COORDINATOR

SECRETARY

SECRETARY

RESPONSIBILITIES:

- RECORD TRANSPARENT AND CONCISE MEETING MINUTES
- FOLLOW-UP WITH EXECUTIVES ON ACTION ITEMS FROM MEETINGS
- MAINTAIN RECORDS OF MEMBERSHIP AND COMMUNICATION AND CLUB DOCUMENTS SUCH AS CLUB BYLAWS
- SCHEDULE AND UPDATE DEADLINES, MEETINGS, AND EVENTS ON THE TEAM CALENDAR
- PREPARE MEETING AGENDAS TOGETHER WITH THE CORE TEAM

DEPARTMENT: CORE

TIME COMMITMENT: 4-5 HOURS/WEEK

6+ HOURS DURING EVENTS OR PEAK PERIODS

COMPETENCIES:

- EXCELLENT ORGANIZATIONAL AND TIME-MANAGEMENT SKILLS WITH THE ABILITY TO MULTITASK
- PROFICIENT WITH GOOGLE SUITE
- EXCEPTIONAL ATTENTION TO DETAIL
- HIGH LEVEL OF INITIATIVE
- ADMINISTRATIVE WRITING SKILLS
- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS

EVENTS DIRECTOR

RESPONSIBILITIES:

- WORK CLOSELY WITH THE EVENTS DIRECTOR TO CREATE INNOVATIVE AND ENGAGING EVENTS FOR OUR MEMBERS.
- CONVEY CREATIVE AND PERSONAL OPINIONS IN THE PLANNING PROCESS OF CREATING AN EVENT.
- HELP REMIND THE TEAM TO COLLECTIVELY STAY ON TASK AND FOCUS ON ONE THING AT A TIME.
- ENSURE THAT ALL EVENTS RUN SMOOTHLY AND ENGAGE WITH MEMBERS.
- MANAGE AND DEVELOP GISAU'S TRADEMARK EVENTS, SUCH AS SOTO, LIWETAN, INDOMIE EATING COMPETITION, GALA, AND OTHERS.
- BE ABLE TO TAKE OVER TASKS WHEN NEEDED.
- CREATE A 'SAMPLE' VIDEO FOR GAMEMASTERS PRIOR TO GISAU'S EVENTS TO PROVIDE CLEARER EXPLANATIONS FOR THE TEAM.

DEPARTMENT: EVENTS

TIME COMMITMENT: 3-4 HOURS/WEEK

6+ HOURS DURING EVENTS (AROUND 1-2 EVENTS PER MONTH)

COMPETENCIES:

- EXCITED AND EAGER TO CREATE NEW EVENTS FOR GISAU, BRINGING FRESH AND UNIQUE IDEAS TO THE TABLE.
- ABILITY TO SET A POSITIVE EXAMPLE FOR THE ENTIRE TEAM AND THE AUDIENCE, DEMONSTRATING PROFESSIONALISM AND ENTHUSIASM.
- CAPABLE OF DELEGATING TASKS EFFECTIVELY WHILE MAINTAINING RESPONSIBILITY FOR INDIVIDUAL WORK, ENSURING ALL ASPECTS OF EVENT PLANNING ARE COVERED.
- A STRONG TEAM PLAYER WHO ENJOYS WORKING COLLABORATIVELY, FOSTERING A COOPERATIVE AND SUPPORTIVE TEAM ENVIRONMENT.
- POSSESSES EXCELLENT COMMUNICATION SKILLS AND CAN ARTICULATE IDEAS CLEARLY AND EFFECTIVELY TO VARIOUS STAKEHOLDERS.
- OBSERVANT AND ATTENTIVE TO SMALL DETAILS, ENSURING EVERY ASPECT OF AN EVENT IS METICULOUSLY PLANNED AND EXECUTED.
- SKILLED IN MANAGING AND BALANCING TIME BETWEEN ACADEMIC RESPONSIBILITIES AND GISAU COMMITMENTS, DEMONSTRATING STRONG ORGANIZATIONAL SKILLS.
- ABILITY TO MAKE STRONG, QUICK, AND CONFIDENT DECISIONS, ESPECIALLY UNDER PRESSURE, TO ENSURE SUCCESSFUL EVENT OUTCOMES.

EVENTS COORDINATOR

RESPONSIBILITIES:

- COLLABORATE WITH OTHER DEPARTMENTS AND THE CORE TEAM REGARDING EVENT-RELATED NEEDS
- COLLECT AND ANALYZE FEEDBACK FROM ATTENDEES AND TEAM MEMBERS POST-EVENT TO ASSESS SUCCESS AND IDENTIFY AREAS FOR IMPROVEMENT.
- ENSURE ALL EVENTS COMPLY WITH RELEVANT REGULATIONS IN A TIMELY MANNER.
- MANAGE AND DEVELOP GISAU'S TRADEMARK EVENTS (SOTO, LIWETAN, INDOMIE EATING COMPETITION, GALA, AND OTHERS)
- ASSIGN TASKS AND RESPONSIBILITIES TO TEAM MEMBERS BASED ON THEIR STRENGTHS AND SKILLS, ENSURING CLEAR COMMUNICATION OF EXPECTATIONS AND DEADLINES TO FACILITATE EFFICIENT EVENT PLANNING AND EXECUTION.

DEPARTMENT: EVENTS
TIME COMMITMENT:

- 3-4 HOURS/WEEK
- 6+ HOURS LEADING TO AN EVENT (AROUND 1-2 EVENTS PER MONTH)

COMPETENCIES:

- TEAM PLAYER.
- OPEN-MINDED TO CONSTRUCTIVE CRITICISM, EAGER TO LEARN NEW THINGS, AND WILLING TO STEP OUT OF THEIR COMFORT ZONE.
- BEING ABLE TO GENERATE CREATIVE EVENT IDEAS.
- ABILITY TO WORK PRODUCTIVELY IN A FAST-PACED ENVIRONMENT.
- POSSESSES EXCELLENT COMMUNICATION SKILLS AND CAN ARTICULATE IDEAS CLEARLY AND EFFECTIVELY TO VARIOUS STAKEHOLDERS.
- OBSERVANT AND ATTENTIVE TO SMALL DETAILS.
- POSSESSING A STRONG MENTALITY TOWARDS CHALLENGES AND DEMONSTRATING EXCELLENT PROBLEM-SOLVING SKILLS.
- ABILITY TO TAKE INITIATIVE AND BE PROACTIVE, ESPECIALLY WHEN PROBLEMS ARISE.



CONTENT CREATOR

RESPONSIBILITIES:

- CREATE AT LEAST ONE MARKETING VIDEO AND ONE RECAP VIDEO FOR EACH EVENT THAT WE WILL BE HOSTING.
- COLLABORATE CLOSELY WITH THE MARKETING DIRECTOR FOR ADVICE AND CONTENT IDEAS.
- COORDINATE WITH THE CREATIVE TEAM TO SCHEDULE POST CONTENT, ENSURING THERE ARE NO CONFLICTS.
- WORK COLLABORATIVELY WITH OTHER CONTENT CREATORS, AND REVIEW AND REVISE THEIR WORK TO PRODUCE THE HIGHEST QUALITY CONTENT FOR GISAU.
- DEVELOP AND MAINTAIN AN EDITORIAL CALENDAR TO ENSURE TIMELY PUBLICATION OF CONTENT AND COORDINATE WITH OTHER MARKETING ACTIVITIES.

DEPARTMENT: MARKETING

TIME COMMITMENT:

- 2-3 HOURS PER WEEK
- 4+ HOURS LEADING TO AN EVENT

COMPETENCIES:

- ABILITY TO GENERATE ORIGINAL AND ENGAGING CONTENT IDEAS THAT CAPTIVATE THE TARGET AUDIENCE.
- EXCELLENT COMMAND OF LANGUAGE, GRAMMAR, AND STORYTELLING TECHNIQUES TO PRODUCE INTERESTING CONTENT.
- EXPERIENCE IN CONTENT CREATION IS AN ASSET
- PROFICIENCY IN GRAPHIC DESIGN AND VIDEO EDITING SOFTWARE.
- ABILITY TO ANALYZE AND UNDERSTAND TARGET AUDIENCE PREFERENCES AND BEHAVIORS TO TAILOR CONTENT EFFECTIVELY.
- WILLINGNESS TO ADAPT TO CHANGING TRENDS AND FEEDBACK, CONTINUOUSLY IMPROVING CONTENT QUALITY.
- EXCELLENT COMMUNICATION SKILLS AND THE ABILITY TO WORK COLLABORATIVELY WITH OTHER DEPARTMENTS, INCLUDING MARKETING, CREATIVE, AND EVENTS.

CREATIVE COORDINATOR

RESPONSIBILITIES:

- CREATE AT LEAST ONE MARKETING VIDEO AND ONE RECAP VIDEO FOR EACH EVENT THAT WE WILL BE HOSTING.
- COLLABORATE CLOSELY WITH THE MARKETING DIRECTOR FOR ADVICE AND CONTENT IDEAS.
- COORDINATE WITH THE CREATIVE TEAM TO SCHEDULE POST CONTENT, ENSURING THERE ARE NO CONFLICTS.
- WORK COLLABORATIVELY WITH OTHER CONTENT CREATORS, AND REVIEW AND REVISE THEIR WORK TO PRODUCE THE HIGHEST QUALITY CONTENT FOR GISAU.
- DEVELOP AND MAINTAIN AN EDITORIAL CALENDAR TO ENSURE TIMELY PUBLICATION OF CONTENT AND COORDINATE WITH OTHER MARKETING ACTIVITIES.

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)

COMPETENCIES:

- PROFICIENCY IN USING FAMILIAR SOCIAL MEDIA APPLICATIONS LIKE INSTAGRAM AND TIKTOK.
- TEAM PLAYER ENSURING THAT ALL PROJECTS ARE THE RESULTS OF YOUR TEAM
- PROFICIENCY IN USING CANVA, OTHER CREATIVE SOFTWARE TOOLS SUCH AS PHOTOSHOP AND ILLUSTRATOR IS AN ASSET.
- AWARENESS OF CURRENT TRENDS AND THE ABILITY TO INCORPORATE THEM INTO CREATIVE PROJECTS TO KEEP GISAU RELEVANT AND ENGAGING.
- STRONG PROBLEM-SOLVING SKILLS TO ADDRESS CREATIVE CHALLENGES AND FIND EFFECTIVE SOLUTIONS QUICKLY.
- EXCELLENT COLLABORATION SKILLS TO WORK EFFECTIVELY WITH VARIOUS TEAMS, INCLUDING MARKETING, DESIGN, AND CONTENT CREATION.
- DETAIL-ORIENTED TO ENSURE ALL CREATIVE OUTPUTS ARE ACCURATE AND OF HIGH QUALITY.

SPONSORSHIP COORDINATOR

RESPONSIBILITIES:

- IDENTIFY POTENTIAL SPONSORS AND SELL SPONSORSHIP OPPORTUNITIES EFFECTIVELY WITH THE SPONSORSHIP TEAM
- PROVIDE EXCELLENT SERVICE TO SPONSORS, ENSURING THEIR NEEDS AND EXPECTATIONS ARE MET.
- DEVELOP INNOVATIVE SPONSORSHIP PACKAGES AND IDEAS TO ATTRACT POTENTIAL SPONSORS.
- MAINTAIN AND DEVELOP NEW PARTNERSHIPS WITH COMPANIES THAT SHARE GISAU'S VISION AND MISSION.
- COORDINATE DELIVERIES AND/OR PICKUPS OF SPONSOR DELIVERIES.

DEPARTMENT: EXTERNAL

TIME COMMITMENT: 2-3 HOURS PER WEEK, 4+ HOURS DURING PEAK PARTNERSHIP PERIODS

COMPETENCIES:

- A TEAM PLAYER AND HAVING THE DESIRE TO LEARN NEW THINGS.
- PROFICIENCY IN ARTICULATING IDEAS CLEARLY AND EFFECTIVELY IN BOTH WRITTEN AND VERBAL COMMUNICATION.
- COMPETENCE IN NEGOTIATING TERMS AND AGREEMENTS BENEFICIALLY FOR BOTH PARTIES.
- FREQUENT FORMAL EMAILING EXPERIENCE IS AN ASSET.
- EXCELLENT ORGANIZATIONAL AND TIME-MANAGEMENT SKILLS

F&B COORDINATOR

RESPONSIBILITIES:

- RESEARCH, COMPILE, AND EVALUATE POTENTIAL RECIPES FOR RANTANGAN, IN-PERSON EVENTS, AND GISAU'S MONTHLY RECIPE.
- COOK FOOD FOR RANTANGAN AND IN-PERSON EVENTS IN ADHERENCE TO FOOD SAFETY PROTOCOLS.
- PURCHASE NECESSARY INGREDIENTS AND EQUIPMENT FOR RANTANGAN AND IN-PERSON EVENTS.
- MANAGE THE KITCHEN FLOW AND DELEGATE THE EXECUTIVES WHEN COOKING FOR EVENTS AND RANTANGAN.
- COLLABORATE WITH OTHER DEPARTMENTS TO KEEP TRACK OF F&B INGREDIENTS AND EQUIPMENT.

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

COMPETENCIES:

- BEING A TEAM PLAYER AND IS WILLING TO LEARN NEW SKILLS TOGETHER.
- UNDERSTANDING OF FOOD PREPARATION, COOKING TECHNIQUES, AND FOOD SAFETY STANDARDS IS AN ASSET
- EXPERIENCE IN PLANNING AND EXECUTING FOOD AND BEVERAGE ASPECTS OF EVENTS.
- FAMILIAR WITH INDONESIAN CUISINE AND TASTE
- BEING PASSIONATE AND EXCITED ABOUT COOKING WITH THE TEAM IS AN ASSET.
- FOOD SAFE LEVEL 1 CERTIFICATION IS AN ASSET.

WEB DEVELOPER

RESPONSIBILITIES:

- REGULARLY UPDATE AND MAINTAIN GISAU'S WEBSITE WITH UPCOMING EVENTS, SPONSORSHIP MATERIALS, EXECUTIVE PROFILES, AND OTHER RELEVANT CONTENT.
- COLLABORATE CLOSELY WITH A DEVELOPER LEAD AND A UI/UX DESIGNER TO IMPLEMENT NEW FEATURES AND ENHANCEMENTS ON THE WEBSITE.
- PROVIDE TECHNICAL SUPPORT FOR ALL TECHNOLOGY-RELATED NEEDS WITHIN THE ORGANIZATION
- HAVE FUN AND GROW TOGETHER WITH THE WEBMASTER TEAM!

DEPARTMENT: MARKETING

TIME COMMITMENT: 3-5 HOURS/WEEK

COMPETENCIES:

- PASSIONATE ABOUT CONTINUOUS LEARNING AND KEEPING UP WITH THE LATEST TRENDS AND TECHNOLOGIES IN WEB DEVELOPMENT.
- FAMILIARITY WITH CODING CONCEPTS AND EXPERIENCE WITH ANY PROGRAMMING LANGUAGE.
- PREVIOUS EXPERIENCE IN WEB DEVELOPMENT IS CONSIDERED AN ASSET.
- KNOWLEDGE OR EXPERIENCE IN DATABASES OR DEBUGGING IS CONSIDERED AN ASSET.
- STRONG ATTENTION TO DETAIL AND ABILITY TO MANAGE MULTIPLE PROJECTS AND DEADLINES SIMULTANEOUSLY.
- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS, WITH THE ABILITY TO WORK EFFECTIVELY AS PART OF A TEAM.

HOW TO APPLY

- PLEASE SEND YOUR APPLICATION TO CONTACT.GISAU@GMAIL.COM LATEST BY JULY 1, 2024, 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:
 - WHY DO YOU WANT TO BE PART OF THE GISAU EXECUTIVE TEAM?
 - WHAT MAKES YOU AN EXCEPTIONAL CANDIDATE FOR YOUR PREFERRED ROLE?
 - WHAT DO YOU HOPE TO GET OUT OF YOUR APPLIED POSITION(S)?
 - (OPTIONAL) WHAT ARE YOUR SECOND AND THIRD POSITION OF INTEREST?
- INTERVIEWS WILL BE CONDUCTED AFTER THE APPLICATION DEADLINE. YOU WILL RECEIVE AN EMAIL TO FILL IN YOUR PREFERRED INTERVIEW SLOT DURING THIS PERIOD SHOULD YOU BE SELECTED FOR THE NEXT ROUND.



**WE LOOK FORWARD TO
MEETING YOU!**

@GISAUBC | CONTACT.GISAU@GMAIL.COM