





JOIN OUR



Halo, Sobat GISAU!

We are a non-profit cultural organization centered in promoting Indonesian hospitality around the UBC Vancouver campus.

GISAU aims to foster an inclusive, close-knitted, and connected community that exemplifies the signature Indonesian warmth and welcomes the diverse UBC society of Indonesian and non-Indonesian students alike.

Want to learn more about our vision, mission, and past events?

GISAUBC.com

General Requirements

- A **currently-registered UBC student** who's active, fun, communicative, and open-minded.
- **Passionate** about Indonesian culture and excited to share it with the wider UBC community!
- **Proactive** and **motivated** to contribute ideas, take initiative, and help bring ideas to life.
- A clear and respectful **communicator** who listens and shares thoughts respectfully; committed to creating a welcoming space for people from all backgrounds.
- **Ready to commit** your time and go above and beyond to get things done and support the team.

Creative DIRECTOR

Requirements

- A **natural leader** who sets a responsible example for the team, and ready to cultivate an enjoyable working environment.
- Highly experienced with **creative design tools**, such as Canva, Adobe Photoshop, or any other illustrator app.
- Curious, **trend-aware**, and always thinking about how to make GISAU posts stand out.
- Highly **proactive!** If there's something to post, you're already on it (before we even ask) 😊
- Able to point out small **details** and see the big picture!
- Confident with making **thoughtful decisions** and quick on their feet, even when things get hectic.
- **Please submit your portfolio so we can see your past work and potential!**

Responsibilities

- Collaborate with the Marketing Director and Marketing Team to bring consistent, innovative, and creative campaigns to life—leading GISAU's general creative vision.
- In charge of GISAU's graphic design materials including, but not limited to, GISAU's official merchandise, Exec Team clothing, Instagram posts, Instagram stories, newsletter visuals, Instagram reel covers, Google Forms banners, and more.
- Be excited to guide and support Creative Coordinators; offering feedback that improves and strengthens their work.
- Maintain a clear and organised creative calendar, ensuring that everything is posted on time and flows well with GISAU's overall marketing plans.
- The Marketing Team is GISAU's largest sub-team. Be a positive, outgoing, motivating, and kind team player!

Department:
Marketing

Reports To:
Core Team

Time Commitment:
6+ hours/wk
(more leading up to events)



events COORDINATOR

Requirements

- A **team player**, above all else!
- **Open-minded** to constructive criticism, eager to learn new things, and willing to step out of their comfort zone. Possesses a strong mentality towards challenges and demonstrating excellent problem-solving skills.
- Ability to generate creative event ideas and games while staying **observant and attentive** to small details.
- Ability to work productively in a **fast-paced, demanding environment**.
- Possesses excellent **communication** skills and can articulate ideas clearly and effectively to various stakeholders.
- Ability to take **initiative** and be **proactive**, especially when problems arise.

Responsibilities

- Work closely with the Events Director and Events team in planning, testing and executing event ideas.
- Collaborate with other departments and the Core team regarding event-related needs.
- Collect and analyse feedback from attendees and team members post-event to assess success and identify areas for improvement.
- Ensure that all events comply with relevant regulations in a timely manner.
- Manage and develop GISAU's trademark events (SOTO, 'Liwetan', Indomie Eating Competition, GALA, La Nusa, and others) and take part in bringing GISAU's new-and-improved Mentorship Programme to life.
- 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

Reports To:
Events Director

Time Commitment:
5+ hours/wk
(more leading up to events)

SPONSORSHIP COORDINATOR

Requirements

- A **social** and **approachable** team player with a strong desire to learn!
- Proficiency in articulating ideas clearly and effectively in written and verbal communication. **Strong command of language and grammar in English and Bahasa Indonesia** is a requirement.
- **Not afraid to shoot your shot**; possess a strong competence in negotiating terms and agreements beneficially for GISAU and our partners.
- **Relevant experience** in sponsorship or outreach is an asset.
- Excellent **time management** skills.
- Excited to bring **positive** energy to GISAU meetings (externally and internally), while staying **organised** and **quick on your feet**.

Responsibilities

- Identify potential sponsors and sell sponsorship opportunities effectively with the sponsorship team.
- Come up with fun and creative ways to collaborate with sponsors (think merch, giveaways, event booths, etc.).
- 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. Having a car or driver's license is an asset, but not required.
- Help build and maintain great relationships with sponsors —keep the vibe friendly, professional, and fun.



Department:
External
Reports To:
Sponsorship Director
Time Commitment:
3-5 hours/wk

Outreach COORDINATOR

Requirements

- A **people person** who enjoys working with others. You'll be chatting and collaborating with lots of different teams and external groups.
- Highly **self-motivated!** Always a few steps ahead and ready to get things moving.
- **Communicative** and **proactive**, never afraid to reach out, keep everyone in the loop.
- Have a solid grasp of social impact initiatives across Indonesia (or be ready to learn more!).
- You're cool with working with all kinds of people and personalities. Since ASEAC brings together folks from different backgrounds, being **open-minded** and **adaptable** really helps!
- **This year, GISAU be in charge of ASEAC's Marketing initiatives.** Having basic graphic design or content creation skills is an asset.

Responsibilities

- Be the friendly face of GISAU at external meet-ups—from club collabs to other Indonesian organisations; keeping strong connections with other Indonesian student groups across Metro Vancouver and Canada.
- Assist the Outreach Director in representing GISAU to ASEAC; lending your creative flair by helping run ASEAC's social media initiatives.
- Assist GISAU's Social Impact Initiative—from planning and fundraising to rallying the Indonesian community at UBC around meaningful causes. Having past experience with Indonesian social impact projects is an asset.
- Work with the Outreach Director on GISAU's new-and-improved Mentorship Programme; spotting potential partners and pitch collaborations for our professional development initiatives.
- Be intentional, thoughtful, and community-minded in everything you do.



Department:
External

Reports To:
Outreach Director

Time Commitment:
3-5 hours/wk

Creative COORDINATOR

Requirements

- An **open-minded** individual at heart, with a strong **desire to learn** and an **eye for detail**.
- Strong **proficiency with creative design tools**, such as Canva, Adobe Photoshop, or any other illustrator app.
- Curious, **trend-aware**, and always thinking about how to make GISAU posts stand out.
- Support the Creative Director in innovating new GISAU visuals—from event promos to everyday posts.
- Excellent **collaboration** skills to work effectively with the Creative Director, as well as the larger Marketing Director team.
- **Please submit your portfolio (GitHub, website, etc.) so we can see your past work and potential!**

Responsibilities

- Work on GISAU's graphic design materials, including, but not limited to, GISAU's official merchandise, Exec Team clothing, Instagram posts, Instagram stories, newsletter visuals, Instagram reel covers, survey form visuals, banners, and more.
- Assist the Creative Director in collaborating with the Marketing Director and Marketing Team to bring consistent, innovative, and creative campaigns to life.
- Stay on top of GISAU's creative calendar, ensuring that everything is posted on time and flows well with GISAU's overall marketing plans.
- Be open to feedback and work collaboratively to keep our feed looking clean and cohesive.
- Support event promotions with posters, recap slides, and other creative assets.
- The Marketing Team is GISAU's largest sub-team. Be a positive, outgoing, and kind team player!



Department:
Marketing

Reports To:
Creative Director

Time Commitment:
4+ hours/wk
(more leading up to events)

Webmaster

Requirements

- Always learning, always building. You're **passionate** about staying up to date with the latest in web dev trends and tech.
- You are **familiar with React and full stack web development environment**, such as HTML/CSS, Express.js, Firebase, and so on—enough to get creative and make things work.
- Detail-oriented, innovative, and deadline-ready.
- Highly **communicative**, work well with others, and a strong **desire to learn!**
- Because this is a 2-year role, **you must not be graduating** in the next 2 academic years (a.k.a, you're here to stay 😊).
- **Please submit your portfolio (GitHub, website, etc.) so we can see your past work and potential!**

Responsibilities

- Regularly update and maintain GISAU's website with upcoming events, sponsorship materials, executive profiles, and other relevant content.
- Collaborate closely with the Webmaster Lead (Web 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 organisation.
- Stay on top of GISAU's marketing calendar, ensuring that everything on our website is posted on time and flows well with GISAU's overall marketing plans.
- Assist the Webmaster Lead on everything else web-related.
- The Marketing Team is GISAU's largest sub-team. Be a positive, outgoing, and kind team player!
- **Willing to work with GISAU for 2 years; ready to move up to Webmaster Lead in your second year.**



Department:
Marketing

Reports To:
Webmaster Lead

Time Commitment:
3-5 hours/wk



DESIGNER

Requirements

- A love for **exploring new trends** in the UI/UX world.
- Got the basics of Figma or Adobe down? That's more than enough to start creating magic. If not, a **strong desire to learn!**
- Strong understanding of user-centred design principles and usability best practices.
- Familiarity with responsive and mobile-first design approaches.
- A good eye for **creativity**—whether it's typography, colour combos or layout flow.
- Highly **communicative**, open to feedback, and highly **collaborative**.
- **Please submit your portfolio (Figma, GitHub, website, etc.) so we can see your past work and potential!**

Responsibilities

- Create wireframes, mockups, prototypes, and high-fidelity designs for our digital platforms, including websites, and social media assets.
- Collaborate closely with our Web Developers to bring your designs to life, offering support and creative direction every step of the way.
- Stay up to date with the latest design trends, tools, and technologies to ensure modern and innovative user experiences.
- Stay on top of GISAU's marketing calendar, ensuring that everything on our website is posted on time and flows well with GISAU's overall marketing plans.
- Ready to support design needs for GISAU's new development initiatives.
- The Marketing Team is GISAU's largest sub-team. Be a positive, outgoing, and kind team player!



Department:
Marketing

Reports To:
Webmaster Lead

Time Commitment:
3-5 hours/wk

Content CREATOR

Requirements

- Chronically online? That's what we're looking for! You're **trend-aware** and always thinking about how to make GISAU posts stand out. At the same time, able to **adapt to changing trends** and feedback, continuously improving content quality.
- Ability to generate original and engaging content ideas that meet GISAU's target audience. **Experience in Content Creation is an asset.**
- Strong proficiency in graphic design and video editing softwares such as TikTok, CapCut, FCPX, and more.
- Proactive, communicative, and collaborative. The Content team is an extremely fast-paced sub-committee that requires you to be quick on your feet!
- **Please submit your portfolio so we can see your past work and potential!**

Responsibilities

- Create at least one marketing video and one recap video for each event that we will be hosting.
- Collaborate closely with the Content Lead and 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.
- Stay on top of GISAU's marketing calendar, ensuring that everything on our website is posted on time and flows well with GISAU's overall marketing plans.
- Be open to feedback and highly open-minded.
- The Marketing Team is GISAU's largest sub-team. Be a positive, outgoing, and kind team player!



Department:
Marketing

Reports To:
Content Lead

Time Commitment:
4+ hours/wk

food & bev COORDINATOR

Requirements

- A **team player** with excellent **time management** skills. F&B is a highly fast-paced team which requires coordinators who are always available to get things done (especially during event season!).
- If you know your way around cooking and food safety, that's a big plus! Otherwise, a **strong desire to learn** and collaborate with the F&B Director.
- **Passionate** about food, logistics, or just making sure people are well-fed and happy 😊
- Owning a Food Safe Level 1 certification is an asset, but not required. Living in Wesbrook/UBC is also an asset, but not required.
- **Having a driver's license and/or car is a strong asset.**
- Above all, you must be organised, responsive, and active!

Responsibilities

- Research, compile, and evaluate potential recipes for GISAU's 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 F&B team's expense budgeting alongside the Director and Treasurer.
- Manage the kitchen flow and delegate the Executive Team when cooking for events and Rantangan.
- Collaborate with other departments to keep track of F&B ingredients and equipment.
- Support the F&B Director in everything F&B-related!



Department:
F&B

Reports To:
F&B Director

Time Commitment:
2-3 hours/wk
(8+ hours leading up to events)

DEADLINE: June 7th, 2025, 11.59PM PDT

READY TO...



1



Apply through the
Google Forms
available on
GISAUBC.com

2



*If selected to proceed to Round 2,
participate in a one-hour online interview with current GISAU executive.*

3

Check your emails...
and welcome to GISAU 2025/2026!

