



JSEC EXECUTIVE TEAM RECRUITMENT 2019-2020

**DIRECTOR OF
COMMUNICATIONS**

**DIRECTOR
OF EVENTS**

**EVENTS
COORDINATOR**

**DIRECTOR
OF LOGISTICS**

**DIRECTOR
OF MARKETING**

**MARKETING
COORDINATOR**

**DIRECTOR OF
SPEAKER RELATIONS**

**DIRECTOR OF
BUSINESS DEVELOPMENT**

**DIRECTOR OF
SPECIAL PROJECTS**

**DIRECTOR
OF FINANCE**

**DIRECTOR
OF ACADEMICS**

DEADLINE:
MARCH 15th, 2019



DIRECTOR OF COMMUNICATIONS

As Director of Communications you will maintain JSEC's relationships with other organizations and initiatives on campus. You will also be responsible for various communication initiatives within the University, including but not limited to: newsletters, E-news; media and public relations.

Responsibilities

- Develop a communications plan that will advance JSEC's brand identity, broaden awareness, and increase visibility across our audiences
- Work with leadership team to recognize external opportunities and execute appropriate strategies to support these opportunities
- Represent JSEC at events happening at the University and in Montreal
- Create and maintain a calendar with such events to share internally; ensure other JSEC members are also attending these events
- Coordinate class announcements
- Co-organize the semesterly Sustainability Mixer
- Develop pre and post-event messaging to event attendees
- Maintain and develop internal communication channels within JSEC

What does it take?

- Ability to work independently
- Excellent written and oral communication skills
- Team player
- Strong interpersonal skills

***This is a great role for someone interested in building relationships with organizations addressing sustainability on and off campus.**



DIRECTOR OF EVENTS

As Director of Events, you will be responsible for the planning and execution of all events held by JSEC. You will oversee networking events, the Case Competition, the annual Business Beyond Tomorrow Conference, and more. It is crucial that the person filling this role be reliable, motivated, and proactive.

Responsibilities

- Manage the overall coordination of all JSEC's events
- Prepare schedules for the committee's events, assign tasks to the executive committee for each event
- Point person with logistics, marketing, sponsorship, and hospitality to ensure the events' success
- Maintain, support, and further build the Sustainable Event Certification process
- Continuously work closely with Events Coordinator to ensure events are running smoothly

Responsibilities with Events Coordinator

- Source all event supplies
- Develop registration and coat check process
- Ensure that JSEC events are organized sustainably (ie. food, minimal waste, etc.)

What does it take?

- Excellent organizational skills
- Strong interpersonal skills
- Leadership skills
- Team player
- Proficiency with Excel, Google Sheets
- Ability to take initiative and work independently

***This is a great role for some who wants to get a feeling for event planning.**



EVENTS COORDINATOR

As Events Coordinator, you will work closely with the Director of Events to ensure JSEC's events' success. You will aid in task execution for networking events, the Case Competition, the annual Business Beyond Tomorrow Conference, and more.

Responsibilities

- Coordinate all catering for events, including food and beverage
- Determine activities and installations that can keep JSEC's events unique and original
- Coordinate waste sorting volunteers to be present at all events
- Organize gifts for speakers, judges, VIPs, participants, etc...

Responsibilities with Director of Events

- Source all event supplies
- Develop registration and coat check process
- Ensure that JSEC events are organized sustainably (ie. food, minimal waste, etc.)
- Communicate financial quotes and invoices with the Director of Finance

What does it take?

- Excellent organizational skills
- Task-driven
- Team player
- Ability to take initiative and work independently

***This is a great role for some who wants to get a feel for event planning.**



DIRECTOR OF LOGISTICS

As Director of Logistics you will be in charge of handling internal and external logistics for JSEC. You will oversee room and event bookings, and be responsible for taking meeting minutes. It is crucial for the person with this role to be exceptionally organized.

Responsibilities

- Booking Officer: Book conference rooms for JSEC's weekly meetings
- Book internal and external meetings and events at locations throughout campus
- Book internal and external tabling reservations
- Rent necessary equipment
- Minute taker: Note down necessary information expressed during weekly meeting
- Organize the JSEC online calendar by inputting meeting dates and event dates
- Organize Google Drive folders for JSEC

What does it take?

- Excellent organizational skills
- Time-management skills
- Task-driven
- Excellent written and oral communication skills
- Team player

***This is a great role for someone interested in developing their understanding of the various players and entities at JMSB.**



DIRECTOR OF MARKETING

As the Director of Marketing, you will maintain and continue building on JSEC's brand from previous years. You will be in charge of developing marketing campaigns that extend to both the physical and digital world. This position will require becoming comfortable with programs such as Photoshop, Illustrator, and Wordpress.

Responsibilities

- Create a marketing strategy for the coming year
- Create any necessary graphic material that is needed for the committee
- Develop marketing campaigns for all JSEC Events
- Execute campaigns on any non-social media marketing channels
- Manage ticket reservation process for events
- Maintain jsecjmsb.ca

What does it take?

- Excellent organizational skills
- Creative thinking skills
- Strong written skills
- Technical skills (ex. Photoshop, Illustrator, Wordpress) are an asset

***This is a great role for someone looking to explore and experiment with the creative and strategic components of marketing.**



MARKETING COORDINATOR

As the Marketing Coordinator, you will be working with the Director of Marketing in handling all of JSEC's marketing initiatives. You will be in charge of JSEC's social media presence and campaigns, and aid the Director of Marketing in executing event campaigns through various channels. This individual should have experience with a content editing platform (ex: Photoshop), or is willing to learn for the position.

Responsibilities

- Assist the Director of Marketing in executing marketing strategies
- Promote and create awareness on all of JSEC's social media pages, including Facebook, Instagram, and LinkedIn
- Develop campaigns that will promote JSEC's upcoming events
- Maintaining communications with all inquiries to the JSEC pages
- Constantly source and share content relevant to JSEC's brand

What does it take?

- Excellent organizational skills
- Time management skills
- Creative thinking skills
- Ability to work independently
- Team player

***This is a great role for someone looking to explore and experiment with the creative and strategic components of marketing.**



DIRECTOR OF SPEAKER RELATIONS

As Director of Speaker Relations, you will be responsible for securing speakers, judges, and moderators at JSEC's events. You will also work in tandem with the Director of Business Development to develop our business relations. As you represent JSEC in the corporate realm, a high degree of professionalism is required.

Responsibilities

- Secure speakers, judges, and moderators for all JSEC's events
- Build a speaker relations database to track both previous and potential speakers
- Maintain pre and post-event centralized communications with all speakers, judges, and moderators for our events
- Assist in preparing promotional material to announce and promote our speakers
- Work with the President to develop speaker content, themes, and judge configurations for our various events

What does it take?

- Excellent written and oral communication skills
- Strong interpersonal skills
- Ability to work independently
- Excellent organizational skills
- Goal-oriented

***This is a great role for someone looking to develop their networking skills and knowledge of sustainably in business.**



DIRECTOR OF BUSINESS DEVELOPMENT

As the Director of Business Development, you will be in charge of seeking out sponsorship opportunities for all of JSEC's events. You will also work in tandem with the Director of Speaker Relations to develop our business relations. As you represent JSEC in the corporate realm, a high degree of professionalism is required.

Responsibilities

- Create sponsorship packages based on our current needs
- Maintain and build portfolios for company outreach
- Look for opportunities for JSEC and other companies to mutually add value
- Create and maintain a metrics tracking system that will improve our desirability to potential sponsorship opportunities
- Ensure that sponsorship deliverables are fulfilled
- Create sponsorship contracts and present (sign) the contracts once agreements have been reached

What does it take?

- Excellent written and oral communication skills
- Strong interpersonal skills
- Ability to work independently
- Excellent organizational skills
- Goal-oriented

***This is a great role for someone wanting to develop their networking and personal selling skills.**



DIRECTOR OF SPECIAL PROJECTS

As the Director of Special Projects, you will be in charge of any new projects that JSEC will take on in the upcoming year. You will also carry on any on-going projects from previous years. It is important this individual is organized and goal-oriented. They will need to be opportunistic and approach any barriers to project implementation with creativity.

Responsibilities

- Continue any on-going projects from JSEC's previous years
- Take charge of new project ideas for the upcoming year
- Create plans of action to approach the projects
- Present updates on project progress, and a mid-year presentation of the project status

What does it take?

- Goal-oriented
- Problem-Solver
- High organizational skills
- Attention to detail
- Excellent written communication skills

*** This is a great role for someone looking to gain project management skills.**



DIRECTOR OF FINANCE

As the Director of Finance you will create the committee's budget for the upcoming year. As treasurer, you will be responsible for approving all transactions and expenses. It is your role to manage the committee's funds in JSEC's best interest.

Responsibilities

- Approve financial transactions with the JSEC President
- Keep track and verify all financial transactions with accounting records
- Assure that a financial review is conducted after each event to compare predicted expenses with actual expenses
- Update the president(s) regularly on the committee's budget
- Explain reimbursement procedures to the executive team
- Seek out grant and internal sponsorship opportunities

What does it take?

- Team player
- Problem solver
- Organized
- Attention to detail
- Technical skills (Excel, Google Sheets)

***This is a great role for someone looking to develop budgetary planning skills.**



DIRECTOR OF ACADEMICS

As Director of Academics, you will be the liaison between students, faculty, and administration in an academic context. This role will be responsible for exploring how education of sustainability can be integrated into JMSB, including continuing the development of JSEC's sustainable curriculum project. Finally, you will act as an informal academic advisor for JMSB students interested in integrating education about sustainability into their commerce degree.

Responsibilities

- Maintain and build relationships with key faculty and administration members
- Continue developing the Sustainable Curriculum Project
- Research the existing JMSB curriculum landscape & how sustainability has previously been integrated into other universities' curriculums
- Act as the liaison with students that have academic inquiries relating to sustainability

What does it take?

- Ability to work independently
- Strong reporting skills
- Excellent written and oral communication skills
- Excellent problem-solving
- Goal-oriented

***This is a great role for somebody wanting to develop their project management and research skills.**