



Conference Associate Position

African Business Club – 2017/2018

Position Summary: The Conference Associate facilitates communication and raises awareness about the club amongst the first year community for all the club events especially the Africa Business Forum . Additionally, the Conference Associate assists Operations and Hospitality directors in running successful events, as well as marketing the club amongst the first year community. The First Year Representative, will be required to shadow at least two-panel directors throughout the year and participate in the planning of their individual/collaborative program.

Position Reports to: The Conference Associate will work closely with the Operations Director, Hospitality Director, and the Marketing Director. He/ She will also be required to communicate with other club executives and will receive support from the Co-Chairs

Eligibility: All current first year Undergraduate UBC students across faculties.

Time Commitment: 5-7 hours a week. The Conference Associate will be required to attend at least one meeting a week with Operations & Hospitality Director in addition to weekly executive team meetings. Time commitments will vary according to the needs of the club and proximity to the annual African Business Forum.

Responsibilities:

- Facilitating engagement and communication between the club and first year community.
- Assisting in organizing the volunteers for the Africa Business Forum
- Assisting Logistics team in planning and coordinating ABC activities including Forum and team programs throughout the year.
- Assisting marketing department to promote events and activities amongst first year community.
- Shadowing at least two panel directors throughout the year and contribute to the planning and organizing of their individual or collaborative programs.
- Be available for Imagine day to help in the recruitment of new members.

Qualifications:

- Strong public relations, teamwork, and organization skills.
- Enthusiastic personality.
- Ability to receive and apply feedback.
- Ability to meet deadlines and work well under pressure.
- Excellent communication, interpersonal, organizational, and project management skills.
- Result-oriented and reliable.
- Demonstrate initiative; ability to recognize problems quickly and apply reasonable solutions.
- Ability to be pro-active and take initiative.
- Excellent time management skills.

Learning Outcomes:

- Learn about the club; how it operates and coordinates events throughout the year.
- Learn effective time management and organisational skills when working within a business club.
- Learn how to plan and organise business club events and assist in organising business Forums.

- Learn effective marketing techniques to advertise business club events.

How to apply: To apply, please send a resume and cover letter to operations.ubcab@gmail.com

Deadline for application: Wednesday, March 15th at 11:59 PM

For more information, please contact:

Sophia Minkah-Premo
ABC Conference Associate 2016-17
sophiaminkahpremo@yahoo.com