



First-Year Representative

Overview of Responsibilities

- Responsible to promote the program to first year students and encourage them to apply
- Collaborate with the Marketing portfolio for the creation of marketing materials, running social media platforms, and liaising with external partners to boost engagement
- Assist the External portfolio in speaker outreach and sponsorship requests
- Work with the Internal portfolio on logistical tasks to ensure successful event execution

Skills and Qualifications

- Strong sense of responsibility, exceptional attention to detail and organization skills
- Ability to take initiative and be self-motivated
- Strong time management skills and excellent planning/organizational skills
- Strong team working and exceptional communication skills
- Commitment to JDC West Junior Development and its success

Anticipated Learning Outcomes

- Event development and planning skills
- Building team culture and cohesiveness
- Understand business and internal processes within an organization

Time Commitment

- 4-8 hours/week from December 2022 - April 2023

Application Procedure

Please submit the following information in a single PDF document, with the following naming convention: Position_LastName_FirstName.pdf, to sauderjdcwestjuniordev@cus.ca by 11:59 PM PST on November 30, 2022.

- a. A one-page resume outlining your most relevant experiences
- b. A one-page cover letter describing:
 - i. Why you want to join JDC West Junior Development
 - ii. What makes you an excellent candidate for this position?

Please contact us if you have any additional questions or concerns. We look forward to reading your applications!



Second-Year Representative

Overview of Responsibilities

- Responsible to promote the program to second year students and encourage them to apply
- Collaborate with the Marketing portfolio for the creation of marketing materials, running social media platforms, and liaising with external partners to boost engagement
- Assist the External portfolio in speaker outreach and sponsorship requests
- Work with the Internal portfolio on logistical tasks to ensure successful event execution

Skills and Qualifications

- Strong sense of responsibility, exceptional attention to detail and organization skills
- Ability to take initiative and be self-motivated
- Strong time management skills and excellent planning/organizational skills
- Strong team working and exceptional communication skills
- Commitment to JDC West Junior Development and its success

Anticipated Learning Outcomes

- Event development and planning skills
- Building team culture and cohesiveness
- Understand business and internal processes within an organization

Time Commitment

- 4-8 hours/week from December 2022 - April 2023

Application Procedure

Please submit the following information in a single PDF document, with the following naming convention: Position_LastName_FirstName.pdf, to sauderjdcwestjuniordev@cus.ca by 11:59 PM PST on November 30, 2022.

- c. A one-page resume outlining your most relevant experiences
- d. A one-page cover letter describing:
 - i. Why you want to join JDC West Junior Development
 - ii. What makes you an excellent candidate for this position?

Please contact us if you have any additional questions or concerns. We look forward to reading your applications!