

## Kingston Chapter

Events Coordinator

Sponsorship/Fundraiser Coordinator

## Toronto Chapter

Mentorship Lead

Events Lead

Events Coordinator

## Marketing Team

Photographer (2)

## Discovery Stream

Discovery Stream Coordinator

## Guelph Chapter

Mentee Coordinator

Mentor Coordinator

Events Coordinator

# Mentorship Lead

## Role Overview

This Mentorship Lead position presents an exciting opportunity to take on a leadership role at GSM by ensuring that all mentors and mentees within the program are well managed. This role involves leading a team of 2 people – 1 mentor coordinator and 1 mentee coordinator and being able to work under pressure in a fast-paced environment. It's necessary to have excellent communication to delegate tasks and to ensure team members are collaborating to meet deadlines.

## Role Responsibilities

- Supervise the mentorship team, which includes task management and providing guidance.
- Manage recruiting new mentors by reaching out to post-secondary institutions and connecting with elementary and high school education staff to encourage students to participate in the program.
- Maintain all Google sheets to ensure up to date information on mentorship pairings
- Pair all mentees with a mentor and assign team members the task of emailing all mentorship pairings.
- Create email drafts for team members to use for informing participants about upcoming events and opportunities.
- Liaise with mentors and mentees to ensure satisfaction with the program and solve conflict when necessary.

## Role Skills and Qualifications

- At least 1-2 years of leadership experience
- Ability to use multiple Google Applications (Google Drive, Google Sheets...)
- Excellent organizational, oral, and written communication skills
- Ability to take initiative and resolve conflict
- Multitask and work productively under pressure
- Passionate

## Time Commitment

On average this role involves 2 hours a week with the potential to reach 4-5 hours during peak seasons therefore a strong work ethic is required. Peak seasons are typically 3-4 weeks long around the end of August/early September, December/early January, and April/early May. These are critical periods within the program and tend to conflict with school timelines, therefore it's important to take this into consideration when applying.

# Mentor Coordinator

## Role Overview

This Mentor Coordinator position presents an opportunity to connect with current mentors and with potential mentors through recruitment. This role involves reporting to the Mentorship Lead and collaborating as a team to ensure the best experience possible for all mentors. It's necessary to have excellent communication as this position involves being the main contact for all mentors.

## Role Responsibilities

- Liaise with mentors to ensure satisfaction with the program and solve conflict when necessary
- Respond and execute tasks that are delegated by Mentorship Lead.
- Reach out to post-secondary institutions and STEM related businesses to connect and recruit new mentors for the program.
- Use Google sheets to organize mentors and their mentorship pairings

## Role Skills and Qualifications

- Preferably in 3<sup>rd</sup> year of post-secondary or above
- Excellent organizational, oral, and written communication skills
- Ability to take initiative and resolve conflict
- Passionate
- Multitask and work productively under pressure

## Time Commitment

On average this role involves 1-2 hours a week with the potential to reach 32-3 hours during peak seasons therefore a strong work ethic is required. Peak seasons are typically 3-4 weeks long around the end of August/early September, December/early January, and April/early May. These are critical periods within the program and tend to conflict with school timelines, therefore it's important to take this into consideration when applying.

# Mentee Coordinator

## Role Overview

This Mentee Coordinator position presents an opportunity to connect with current mentees and with potential mentees through outreach. This role involves reporting to the Mentorship Lead and collaborating as a team to ensure the best experience possible for all mentees. There is the potential to visit local elementary and high schools to provide presentations to encourage students to participate in the program (dependent on restrictions). It's necessary to have excellent communication as this position involves being the main contact for all mentees.

## Role Responsibilities

- Liaise with mentees and guardians to ensure satisfaction with the program and solve conflict when necessary
- Respond and execute tasks that are delegated by Mentorship Lead.
- Reach out to local elementary and high schools to connect and recruit new mentees for the program.
- Use Google sheets to organize mentees and their mentorship pairings

## Role Skills and Qualifications

- Preferably in 1<sup>st</sup> or 2<sup>nd</sup> year of post-secondary
- Excellent organizational, oral, and written communication skills
- Ability to take initiative and resolve conflict
- Passionate
- Multitask and work productively under pressure

## Time Commitment

On average this role involves 1-2 hours a week with the potential to reach 2-3 hours during peak seasons therefore a strong work ethic is required. Peak seasons are typically 3-4 weeks long around the end of August/early September, December/early January, and April/early May. These are critical periods within the program and tend to conflict with school timelines, therefore it's important to take this into consideration when applying.

# Events Lead

## Role Overview

This Events Lead position presents an exciting opportunity to take on a leadership role at GSM by ensuring that mentees and mentors can network together in a community environment. Ongoing desire to provide social activities and events that deliver a better insight about different STEM fields. This role involves leading a team of 2 events coordinators and being able to speak in front of an audience. It's necessary to have excellent organization and communication to delegate tasks and to ensure team members are collaborating to meet deadlines effectively.

## Role Responsibilities

- At the beginning of the program year, create and organize an overview of all the events for the upcoming year
- Lead team in creating, planning, and executing 2-3 events per cohort while delegating tasks among coordinators
- Partner with at least one organization or group to bring an educational/ informative event to mentees
- Liaise with other exec committees to ensure the execution of all events
- Provide suggestions and ideas for exec socials

## Role Skills and Qualifications

- At least 1-2 years of leadership experience required
- Team management skills
- Preferred experience working on a events team
- Ability to use multiple Google Applications (Google Drive, Google Sheets...)
- Ability to use Canva is preferred
- Excellent organizational, oral, and written communication skills
- Ability to take initiative and resolve conflict
- Multitask and work productively under pressure
- Confident with public speaking
- Passionate

## Time Commitment

On average this role involves 2-4 hours a week with the potential to reach 5 hours when there is an event that week. This role involves constant commitment, work ethic and the ability to work under pressure with minimal non-busy periods, therefore it's important to take this into consideration when applying.

# Events Coordinator

## Role Overview

This Events coordinator position presents an opportunity to support GSM by ensuring that mentees and mentors can network together in a community environment. Ongoing desire to provide social activities and events that deliver a better insight about different STEM fields. This role involves reporting to the Events Lead and collaborating as a team to carry out events in an effective manner. The ability to speak in front of an audience and work under pressure is required. It's necessary to have excellent organization and communication to ensure all events are thoroughly executed.

## Role Responsibilities

- Help create, plan, and execute 2-3 events per cohort by completing tasks
- Reach out to guest speakers for events
- Liaise with other exec committees to ensure the execution of all events
- Provide suggestions and ideas for exec socials

## Role Skills and Qualifications

- Ability to use multiple Google Applications (Google Drive, Google Sheets...)
- Ability to use Canva is preferred
- Excellent organizational, oral, and written communication skills
- Ability to take initiative and respond to directions
- Multitask and work productively under pressure
- Confident with public speaking
- Team Player
- Passionate

## Time Commitment

On average this role involves 2-3 hours a week with the potential to reach 4 hours when there is an event that week. This role involves constant commitment, excellent work ethic and the ability to work under pressure with minimal non-busy periods, therefore it's important to take this into consideration when applying.

# Sponsorship/Fundraising Coordinator

## Role Overview

This Sponsorship/Fundraising Coordinator position presents an exciting opportunity to further the success of GSM by creating partnerships and finding new initiatives to financially support the program. Ongoing desire to increase sponsorships and collaborate with community members to further the success of the program. This role involves reporting to the Sponsorship/Fundraising Lead and collaborating as a team to persuade businesses to partner with GSM. It's necessary to have excellent organization and communication to ensure fundraisers are executed successfully.

## Role Responsibilities

- Reach out to local businesses for sponsorships
- Reach out to similar organizations and/or groups to collaborate on a fundraiser
- Complete grant applications to further the future of GSM

## Role Skills and Qualifications

- Ability to use multiple Google Applications (Google Drive, Google Sheets...)
- Excellent organizational, oral, and written communication skills
- Ability to take initiative, multitask and respond to directions
- Confident public speaking
- Team player
- Passionate
- Perseverance

## Time Commitment

On average this role involves 1-2 hours a week with the potential to reach 3-4 hours when there is a fundraiser. This role involves the bulk of the work in the summer (May-August). It's required to have constant commitment and good time management skills.

# Photographer (2)

## Role Overview

This Photographer position presents an exciting opportunity to further the success of GSM by attending all events, workshops, and fundraisers to take photos. This role involves reporting to the Marketing Lead and collaborating as a team to share the success of the program with the community. It's necessary to have photography experience and the flexibility to attend in person and online events that GSM hosts.

## Role Responsibilities

- Attend events, workshops, and fundraisers as the photographer
- Edit photos if necessary
- Work with the Marketing team to create and innovate new ideas on how to further engagement and interaction on social media platforms.

## Role Skills and Qualifications

- Expert in photography and photo editing
- Required to have a camera or high-definition camera on a smartphone
- Ability to use multiple Google Applications (Google Drive, Google Sheets...)
- Eye for design and creativity
- Team player
- Passionate

## Time Commitment

On average this role involves less than an hour a week. Although when there is an event, workshop or fundraiser, commitment can be 1-2 hours a week.

# Discovery Stream Coordinator

## Role Overview

This Discovery Stream Coordinator position presents an exciting new opportunity to further the success of GSM by networking with similar minded organizations and groups to provide in-depth and hands-on learning for participants. Strive to provide 3 workshops within a month (1 workshop a week) by collaborating with organizations to facilitate these workshops. This role involves working with the Program Director and President/Founder to collaborate as a team to innovate and create a program that highlights different areas of STEM fields. It's necessary to have excellent organization and communication to fabricate high-level educational workshops for participants.

## Role Responsibilities

- Communicate and work as a team to organize the different discovery streams for the upcoming program year
- Reach out to organizations through social media and email to secure partnerships for workshops
- Monitor workshops by attending as a GSM representative

## Role Skills and Qualifications

- Ability to use multiple Google Applications (Google Drive, Google Sheets...)
- Excellent organizational, oral, and written communication skills
- Ability to take initiative, multitask and be organized
- Ability to respond to directions
- Team player
- Passionate
- Flexibility

## Time Commitment

On average this role involves 2 hours a week with the potential to reach 3 hours when there is a workshop that week. This role involves constant commitment, excellent work ethic and the ability to work under pressure with minimal non-busy periods, therefore it's important to take this into consideration when applying.