



the forum university

2026/27 Hiring Package

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What is The Forum?

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The Forum is an events and media social enterprise built by university students, for university students. We started at Simon Fraser University (SFU) because campus life there needed more. Students wanted better events, a real entertainment scene, and a reason to stick around after class. We are now building toward something bigger.

The Forum University is our plan to take what works at SFU and grow it past one campus, so students at other schools get the same thing. We fund ourselves, and the work runs on three portfolios: **Events, Marketing, and Community.**



THE FORUM



@theforumsfu

Moments / Media Gallery

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@ final exam '26



freaky frank!



@ enrollment day '26



@ back 2 school '25

Our History, Values, & Mission

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The Forum started as a passion project from a few SFU students who wanted to fix social life on campus. There was not much to do, and SFU had a reputation as a "commuter school" where people showed up for class and left. The events that did happen were rare and usually built for a specific crowd. So they decided to make their own: events that were open to everyone, not just one group.

What started as a fix for one campus turned into a blueprint. The bigger The Forum got, the bigger the goal became. We want to take it from "The Forum at SFU" to The Forum University, a model for student culture that can move from one campus to the next.

Our mission is to make university student life better.

We build the events, the content, and the community that give students a reason to show up and a place to belong. Through our three portfolios, we are aiming to build the brand farther and take it beyond where we started.



The Three Pillars

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Our work runs on three pillars, and they line up with our three portfolios. Each one feeds the others. Events pay for the work, marketing brings the audience, and community is the reason any of it matters.

EVENTS

Events are what keep the lights on. We would rather run a few great nights than a lot of forgettable ones, so we put everything into events people actually remember. They bring students together, and the money they make funds the rest of what we do.

MARKETING

Marketing is how people find us and how the brand gets built. This portfolio covers our social media, our graphic design, and our original content, from interviews to skits to full productions. Good marketing fills the room at our events, grows our following on new campuses, and opens up extra revenue through merch and corporate partnerships. When we expand, marketing is what carries The Forum from one campus to the next.

COMMUNITY

Community is the reason The Forum exists. We bring students together, back the causes they care about, and make The Forum the first name people think of for social life, starting at SFU and spreading from there. Our events and content are there to build that community, and our longer-term plans, including a dedicated platform, are about deepening it and opening it up to new campuses.

Application Process

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Application Form

Complete and submit the written application before the deadline:

July 27th, 2026

Interviews

Interview offers will be sent out a rolling basis through the following week, from the 21st to 28th.

Interviews will range from general questions to role-specific questions.

Position Offer!

Successful candidate will be contacted by:

July 30th, 2026

Orientation will proceed in the following week after acceptance!

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Events Portfolio



EVENTS

Events Operations Coordinator



The Events Operations Coordinator is responsible for planning and executing the operational components of events to ensure a seamless attendee, stakeholder, and team experience. This role oversees logistics, timelines, internal coordination, and on-site execution while maintaining high standards of organization and efficiency.

Key Responsibilities

- Develop and manage event operations plans, timelines, and execution schedules.
- Coordinate venue logistics, vendor communication, equipment requirements, and event layouts.
- Support event registration processes and attendee flow management.
- Manage event-day operations including setup, breakdown, staffing coordination, and troubleshooting.
- Track operational budgets and assist with expense reconciliation
- Create and maintain run-of-show documents, event manuals, and contingency plans.
- Collaborate with internal teams to align event goals with operational execution.
- Conduct post-event evaluations and recommend process improvements.

Qualifications

- Strong organizational and project management skills.
- Ability to manage multiple priorities in fast-paced environments.
- Excellent communication and stakeholder coordination abilities.
- Experience with event planning, logistics, or operations is preferred.
- Familiarity with project management and event platforms is an asset.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Event Operations

Events Marketing Coordinator



The Events Marketing Coordinator leads the promotion and audience engagement strategy for events, with a focus on increasing attendance, visibility, and participant experience. This role develops marketing campaigns and manages communications across digital and in-person channels.

Key Responsibilities

- Develop and execute event marketing plans and promotional campaigns.
- Create and coordinate content across email, social media, websites, and event platforms.
- Manage event branding and ensure consistency across communications.
- Monitor registration performance and optimize promotional efforts.
- Collaborate with design, operations, and partnerships teams to support campaign goals.
- Track and analyze campaign metrics, engagement, and attendee acquisition.
- Coordinate promotional materials and event communications before, during, and after events.
- Support attendee engagement initiatives and community-building activities.

Qualifications

- Strong communication, storytelling, and content development skills.
- Experience with digital marketing, social media management, and campaign analytics is appreciated.
- Familiarity with marketing platforms and event technologies is an asset.
- Ability to manage multiple deadlines and work collaboratively across teams.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Event Marketing

Events Partnerships Coordinator



The Events Partnerships Coordinator is responsible for developing and maintaining strategic relationships that support event success through sponsorships, and collaboration. This role focuses on creating value for partners while strengthening long-term organizational relationships.

Key Responsibilities

- Identify, prospect, and cultivate potential sponsors and event partners.
- Develop sponsorship packages, proposals, and outreach materials.
- Manage partner communication and relationship timelines.
- Coordinate fulfillment of sponsorship deliverables and partnership agreements.
- Collaborate with marketing and operations teams to integrate partner initiatives into events.
- Track partnership outcomes and maintain records of sponsor engagement.
- Support negotiations and renewal opportunities for future events.
- Prepare partnership reports and post-event impact summaries.

Qualifications

- Strong interpersonal, networking, and relationship-building skills.
- Excellent written and verbal communication abilities.
- Strong organization and stakeholder management capabilities.
- Ability to manage multiple partnerships simultaneously.
- Experience in sponsorship, business development, sales, or partnerships is preferred.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Event Partnerships

***THE FORUM* 2026/27 Hiring Package**
Marketing Portfolio



 **MARKETING**

Vice President of Marketing



The Vice President of Marketing leads The Forum's marketing strategy, brand identity, and digital presence. They oversee the Marketing Team, manage internal marketing operations, and ensure consistent, engaging communication across all platforms.

Key Responsibilities

- Develop and execute The Forum's overall marketing strategy.
- Lead, mentor, and manage the Marketing Team.
- Maintain and strengthen The Forum's brand identity across all platforms.
- Oversee social media channels, content planning, and the marketing content calendar.
- Manage the backend operations of the Marketing portfolio, including workflows, project management, and documentation.
- Maintain and manage the organization's CRM, member database, and audience engagement records. Oversee digital platform updates.
- Create and manage email marketing campaigns, newsletters, and promotional communications. Stay informed on marketing trends, monitor analytics and prepare reports to improve campaign performance.
- Manage marketing resources, digital assets, and transition documents for future executives.

Preferred Skills

- Leadership and team management
- Strategic marketing and branding
- Social media management
- Content creation and copywriting
- CRM and database management
- Website management & project management
- Analytics and reporting experience
- Strong organization and communication skills

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **6-10 hrs/week**, with additional time during event periods.
- Weekly check-ins and meetings with the Marketing team is expected to be organized. Bi-weekly meetings with executive team is expected.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Head of Marketing

Brand Marketing Coordinator



The Brand Marketing Coordinator will support The Forum's brand identity, messaging, and campaign development. This role is responsible for helping maintain a consistent and recognizable brand presence across events, social media, partnerships, and promotional materials.

Key Responsibilities

- Support the development and maintenance of The Forum's brand identity and messaging.
- Assist with brand campaigns, promotional strategies, and audience engagement initiatives.
- Ensure consistency across visuals, written content, social media, and event materials.
- Collaborate with design, social media, written media, and events teams.
- Support the creation of campaign briefs, brand guidelines, and promotional plans.
- Review marketing materials for tone, clarity, and brand alignment.
- Assist with tracking campaign performance and brand engagement.

Qualifications

- Strong interest in branding, marketing, and communications.
- Creative mindset with strong attention to detail.
- Strong written and verbal communication skills.
- Organized and able to support multiple campaigns or initiatives at once.
- Experience with brand strategy, campaign planning, or student marketing is an asset.
- Ability to work collaboratively across creative teams.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Marketing

Social Media Coordinator



The Social Media Coordinator will support The Forum's online presence through engaging, timely, and student-focused content. This role is responsible for creating and scheduling social media posts, supporting campaign promotion, tracking engagement, and helping grow The Forum's digital community.

Key Responsibilities

- Create, schedule, and publish social media content across The Forum's platforms (Instagram, LinkedIn, etc.)
- Support promotion for events, programs, partnerships, and community initiatives.
- Collaborate with design, video, written media, and brand marketing teams to develop content.
- Monitor comments, messages, engagement, and community interactions.
- Track social media performance and assist with reporting key metrics.
- Identify trends, content ideas, and opportunities to increase engagement.
- Maintain a content calendar and ensure posts are published on time.
- Support live event coverage, stories, reels, and short-form content.

Qualifications

- Strong interest in social media, content creation, and digital marketing.
- Comfortable using platforms such as Instagram, TikTok, LinkedIn, and other social channels.
- Strong written communication skills and attention to detail.
- Creative, organized, and able to work with deadlines.
- Experience creating posts, reels, stories, or social campaigns is an asset.
- Ability to work collaboratively with creative and events teams.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3-5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Marketing

Video Production Coordinator



The Video Production Coordinator will support The Forum's visual storytelling through video content, event coverage, promotional materials, and digital media campaigns. This role is responsible for planning, filming, and editing video content that highlights The Forum's community, events, initiatives, and brand presence.

Key Responsibilities

- Plan, film, and edit video content for The Forum's events, campaigns, and social media platforms.
- Capture event highlights, interviews, promotional clips, and behind-the-scenes content.
- Support the development of video concepts, storyboards, and shot lists.
- Collaborate with the marketing and social media teams to create platform-specific video content.
- Maintain organized video files, footage libraries, and production assets.
- Ensure video content aligns with The Forum's brand identity and messaging.
- Identify opportunities to improve The Forum's video presence and storytelling.
- Perform other creative and media-related duties as assigned.

Qualifications

- Strong interest in video production, editing, and digital storytelling.
- Experience with video editing tools such as Davinci Resolve or Premiere Pro, or similar software is an asset.
- Comfortable filming events and working in fast-paced environments.
- Has prior experience, or a strong interest with filming and content creation tools (cameras, mics, etc.).
- Passion for student engagement, media, and community storytelling.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **4-8 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Media & Design

Visual Design Coordinator



The Visual Design Coordinator will support The Forum's brand identity through high-quality graphics, promotional materials, and digital design assets. This role is responsible for creating visually engaging content for events, social media, campaigns, and organizational initiatives.

Key Responsibilities

- Create graphics for social media, events, campaigns, newsletters, and promotional materials.
- Support the development of posters, banners, presentation assets, and digital visuals.
- Ensure all visual materials align with The Forum's brand guidelines and design standards.
- Collaborate with the marketing, social media, and events teams to support campaign needs.
- Assist in creating templates and reusable design assets for organizational use.
- Maintain organized design files and creative assets.
- Support the visual direction of major campaigns and community initiatives.

Qualifications

- Experience in design related courses (e.g. IAT100, IAT102, IAT238), is a strong asset but not required.
- Strong interest in graphic design, branding, and visual communication.
- Experience with Figma, Adobe Creative Suite (Photoshop, Illustrator, InDesign), or similar design tools is an asset.
- Strong understanding of layout, typography, and colour.
- Ability to create visually appealing content for student audiences.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **4-8 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Media & Design

Media Communications Coordinator



The Media Communications Coordinator to support The Forum's written communications, storytelling, and content development. This role is responsible for drafting and editing written materials that promote The Forum's events, initiatives, partnerships, and community impact.

Key Responsibilities

- Write and edit content for newsletters, blog posts, event promotions, captions, and announcements.
- Support storytelling around The Forum's community, events, partnerships, and student impact.
- Draft copy for campaigns, promotional materials, and internal communications.
- Collaborate with the marketing and website team in assisting the written content for website updates and social media posts.
- Proofread written materials for clarity, tone, and brand alignment.
- Maintain organized drafts, content calendars, and written media assets.
- Support the Video Production and Visual Design Coordinators with any needed copywriting.

Qualifications

- Strong writing, editing, and communication skills.
- Excellent attention to detail and ability to adapt tone for different platforms.
- Comfortable writing for student audiences and community-based initiatives.
- Organized and able to manage multiple writing tasks and deadlines.
- Experience with newsletters, blogs, social media writing, or communications is an asset.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Media & Design

Web Development Coordinator



The Web Development Coordinator will be responsible for building and maintaining web applications while coordinating development tasks and collaborating with team members. This role combines hands-on coding with project coordination responsibilities to ensure efficient delivery, clear team communication, and high-quality technical standards across all projects.

Key Responsibilities

- Build and maintain responsive web applications using modern web frameworks.
- Develop, maintain, and support backend services, databases, and APIs.
- Write clean, well-documented, and efficient code.
- Manage and execute development tasks using Kanban boards, creating and scoping new issues and action items as needed.
- Collaborate closely with developers and cross-functional teams to meet project deadlines.
- Provide regular updates on development progress, project blockers, and technical decisions.
- Support the full development lifecycle, including testing, deployment, and maintaining technical documentation.

Qualifications

- Pursuing a Bachelor's in Computer Science, Software Engineering, Web Development, or a related technical field. Completion of relevant computing coursework (e.g. CMPT 272, 276, 354, 372) is a strong asset but not required.
- Hands-on web development experience, including academic projects, personal portfolios, or hackathon experience.
- Proficiency in full stack web development (HTML, CSS, JavaScript, TypeScript), and experience with backend frameworks (Node.js/Express, Python/FastAPI).
- Exposure to Docker, application deployment, or cloud platforms is an asset.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **4-6 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Technology

UI / UX Design Coordinator



The UI/UX Design Coordinator will be responsible for creating intuitive, user-centric digital experiences while coordinating design tasks and collaborating with team members. This role combines hands-on wireframing, prototyping, and user research with project coordination responsibilities to ensure seamless handoffs to development, clear team communication, and high-quality visual standards across all projects.

Key Responsibilities

- Design and maintain responsive user interfaces and user experiences for web and mobile applications.
- Develop user flows, wireframes, high-fidelity mockups, and interactive prototypes. Establish, maintain, and scale a consistent design system and component library.
- Manage and execute design tasks using Kanban boards, creating and scoping new UI/UX issues and design tickets as needed.
- Collaborate closely with developers and cross-functional teams to ensure design feasibility and smooth asset handoff.
- Provide regular updates on design progress, user feedback findings, and creative decisions.
- Support the full product lifecycle, including user research, usability testing, and maintaining design documentation.

Qualifications

- Pursuing a Bachelor's degree in SIAT, Design or Computer Science, or a related field. Completion of relevant design or computing coursework (e.g IAT 235, IAT 333, IAT 334, CMPT 275) is a strong asset but not required.
- Hands-on UI/UX design experience, backed by a strong portfolio showcasing case studies, wireframes, and final prototypes.
- Proficiency with design and prototyping tools (Figma, Framer, etc.).
- Experience with collaborative workflows and managing design handoffs.
- Strong communication, problem-solving skills and a sharp eye for visual detail.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **4-7 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Technology

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Community Portfolio



 **COMMUNITY**

Operations Coordinator



We are seeking an Operations Coordinator to support the day-to-day operations of The Forum's community ecosystem. This role is responsible for maintaining community platforms, supporting member engagement, coordinating operational initiatives, and ensuring a positive experience for community members.

Key Responsibilities

- Support the day-to-day operations of The Forum's community platforms and initiatives.
- Maintain community standards and assist with moderation activities.
- Respond to member inquiries and support requests.
- Coordinate community communications, announcements, and updates.
- Support the execution of community engagement campaigns.
- Assist with promoting events, programs, and organizational initiatives.
- Monitor community performance and engagement metrics.
- Support partnership and sponsorship activations within community initiatives.
- Identify opportunities to improve community operations and member experience.
- Perform other operational and administrative duties as assigned.

Qualifications

- Strong organizational and communication skills.
- Excellent problem-solving and interpersonal abilities.
- Ability to manage multiple priorities in a fast-paced environment.
- Comfortable working both independently and collaboratively.
- Strong attention to detail and willingness to learn. Passion for student communities and engagement.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3-5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Head of Community

Community Events Coordinator



We are seeking a Community Events Coordinator to help create engaging experiences that bring students together through The Forum's free community events and campus activations. This role is responsible for planning and executing events that strengthen community engagement while ensuring a positive and memorable experience for attendees.

Key Responsibilities

- Coordinate free community events and campus activations.
- Assist with event planning, logistics, and execution.
- Coordinate volunteers and event-day operations.
- Manage event supplies, timelines, and vendor communication.
- Support Clubs Days and campus engagement initiatives.
- Collect attendance data and post-event feedback.
- Collaborate with the marketing team to promote upcoming events.

Qualifications

- Strong organizational and time management skills.
- Excellent communication and teamwork abilities.
- Comfortable coordinating multiple projects simultaneously.
- Experience with event planning or student leadership is an asset.
- Ability to remain organized in fast-paced environments.
- Passion for building engaging student experiences.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Community Engagement

Community Engagement Coordinator



We are seeking a Community Engagement Coordinator to help grow and strengthen The Forum's student community through outreach, recruitment, and engagement initiatives. This role focuses on fostering meaningful connections with students while collecting feedback to continuously improve the community experience.

Key Responsibilities

- Lead student outreach and engagement initiatives.
- Recruit students into The Forum community.
- Build relationships with students across campus.
- Collect and analyze community feedback through surveys and conversations.
- Monitor community sentiment and identify engagement opportunities.
- Assist with engagement reporting and participation metrics.
- Support campus outreach initiatives and community programs.

Qualifications

- Strong interpersonal and communication skills.
- Comfortable engaging with diverse student groups.
- Organized with strong attention to detail.
- Self-motivated and proactive.
- Passion for community building and student engagement.
- Ability to work independently and collaboratively.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Community Engagement

Campus Outreach Coordinator



We are seeking a Campus Outreach Coordinator to strengthen The Forum's presence across campus by leading student outreach initiatives and promotional activations. This role is responsible for creating meaningful touchpoints with students through tabling events, campus promotions, and volunteer-led initiatives while driving awareness and participation in The Forum community.

Key Responsibilities

- Lead Clubs Days, tabling events, and booth operations.
- Recruit, schedule, and coordinate outreach volunteers.
- Organize and distribute promotional materials across campus.
- Execute classroom presentations and campus-wide promotional campaigns.
- Coordinate mascot appearances and outreach activations.
- Track outreach metrics, engagement, and student conversions.
- Identify new opportunities to increase campus visibility and community participation.

Qualifications

- Strong communication and interpersonal skills.
- Confident engaging with students in a public setting.
- Organized and able to manage multiple outreach initiatives.
- Self-motivated with a proactive approach to problem-solving.
- Passion for student engagement and community building.
- Ability to work collaboratively in a fast-paced team environment.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3-5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Community Partners

Partnerships Coordinator



We are seeking a Partnerships Coordinator to build and maintain relationships that expand The Forum's community and campus network. This role focuses on developing partnerships with student organizations and post-secondary institutions while supporting collaborative initiatives that strengthen The Forum's presence across the Lower Mainland.

Key Responsibilities

- Build and maintain relationships with SFU clubs and student organizations.
- Develop partnerships with UBC, BCIT, CapU, Langara, Douglas, and other local institutions.
- Coordinate cross-promotional campaigns and collaborative initiatives.
- Maintain CRM records and partnership documentation.
- Assist in planning annual partner appreciation and networking events.
- Identify new strategic partnership opportunities.
- Support long-term relationship management with community partners and stakeholders.

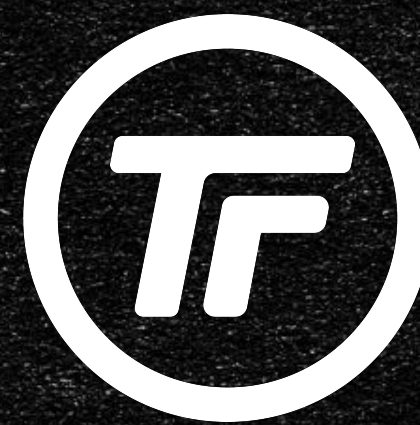
Qualifications

- Excellent communication and relationship-building skills.
- Strong organizational skills with attention to detail.
- Comfortable networking and representing The Forum professionally.
- Experience managing partnerships or stakeholder relationships is an asset.
- Ability to balance multiple projects and deadlines.
- Passion for community engagement and collaborative initiatives.

Commitment

- Active term will run from **August 2026** to **July 2027**, with option to renew.
- Weekly commitment is **3–5 hrs/week**, with additional time during event periods.
- Weekly department meeting attendance is expected. If you cannot make a meeting, please communicate at least 24 hours in advance with your VP.
- Attendance to all events is expected unless communicated otherwise.

Reports to: Vice President of Community Partners



Any Questions?

Find us on our [website!](#)
Ready to apply? [Apply here :\)](#)