



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**  
Institute for Leadership Education in Engineering

## **Community Engagement Coordinator**

### **2 Positions Available**

#### **Purpose**

This year ILead is forming a dynamic student team of leaders that will contribute to workshops and events, as well as cultivate a community of leadership development in engineering. The Community Engagement Coordinators will be part of this team along with a Communications Assistant, Photographer, Student Club Liaisons, and Leadership Lab Facilitators.

Under the supervision of the Special Programs Coordinator, Teaching & Learning Program Assistant, and other ILead staff, the Community Engagement Coordinators (x2) will work together to develop and implement creative, engaging, and fun events that build awareness of ILead programming. The Community Engagement Coordinators will also provide support for ILead's events and workshops through promotions and on-site logistics.

#### **Qualifications**

##### **Education**

Current undergraduate or graduate engineering students.

##### **Experience**

- Developing, coordinating, and implementing events
- Speaking to small and large groups
- Using a variety of strategies to promote and market events
- Providing logistical support at events (e.g., welcoming/registering participants, event set-up/take-down)

##### **Skills**

Event planning, communication, familiarity of social media, excellent public speaking skills, ability to give and receive feedback, comfortable sparking conversations with strangers, strong time management skills, experience working in a team.

## **Duties**

### **Event Planning**

- Organize and implement 1-2 pop-up events per year
- Plan and carry-out 2 end-of-term celebrations

### **Promotion and Outreach**

- Visit and speak to engineering classes about ILead's programming
- Develop content for ILead's social media channels
- Assist with putting up posters
- Leverage personal networks to raise awareness for ILead programming

### **Event Support**

- Provide on-site support at ILead's events and workshops

### **Training, Meetings, and Personal Development**

- Participate in training session to develop personal leadership awareness and team skills
- Engages in personal development planning and continuous skill improvement with the support and mentorship of ILead staff and other members from the student team
- Participate in bi-weekly student team meetings to share what you are working on, listen to what others are working on, and provide feedback

### **Supporting Other Student Team Members**

- Provide feedback and logistical support to the Leadership Lab Facilitators and Leadership Labs
- Support the Communications Assistant in developing communications content
- Provide general feedback to the student team

### **Hours and Compensation**

- September 2017 – March 2018

- 1-4 hours per week (no more than 12 hours per week)
- \$15/hour

### **Application Materials**

- Cover letter and resume