



# UNIVERSITY OF TORONTO

## FACULTY OF APPLIED SCIENCE & ENGINEERING

Troost Institute for Leadership Education in Engineering

### **Community Animator**

**Job ID 148121**

**4 Positions Available**

#### **Purpose**

ILead (Troost Institute for Leadership Education in Engineering) is forming a dynamic team of student leaders who will work together to cultivate a community that values leadership development in the Faculty of Applied Science & Engineering. Four Community Animators will be part of this team, along with a Digital Content Specialist, Student Club Liaison, Data Analyst, and Photographer.

Under the supervision of ILead staff, the Community Animators will work together to develop innovative and inclusive activities that build awareness of ILead and inspire the engineering community to engage with leadership development. They will assist with logistics and planning for workshops and events, as well as be a welcoming presence at events. Community Animators are creative, out-of-the box thinkers with a strong desire to connect with others and build unique, meaningful in-person activities. ILead does not know what these activities will look like, so the ideal candidate is comfortable with ambiguity and is willing to try to new things!

#### **Education**

Current undergraduate engineering students.

#### **Duties**

- Collaboratively develop and implement creative initiatives (e.g., campaigns, events, physical installations, posters, activities)
- Create proposals for ideas that address target audience, resources, content etc...
- Seek and integrate feedback from your supervisor, ILead staff, student team, and the broader student body
- Plan the logistical elements of the activities (e.g., room booking, catering, order supplies) with the support of your supervisor
- Support and lead day-of activities including but not limited to set-up, sign-in & welcoming, take down, volunteers, and flow of students through your activities

- Put up posters to promote events & activities
- Collect feedback from event participants and input feedback data

### **Student Team Development & Meetings**

- Attend weekly Community Animator meetings
- Attend monthly student team meetings to provide updates on your role, listen to updates from other student team members, and seek and provide feedback
- Participate in training session to develop personal leadership awareness and team skills
- Engage in personal development planning and continuous skill improvement with the support and mentorship of ILead staff and other members from the student team

### **Skills and Experience**

- Event Planning, logistics and coordination
- Collaboratively generating ideas
- Communicating with enthusiasm and clarity
- Prioritizing multiple competing deadlines
- Giving and receiving effective feedback
- Passion for leadership development

### **Hours and Compensation**

- September 2019 – April 2020
- 5-8 hours per week
- \$15/hr

### **Application Materials**

- Cover letter and resume

**Interviews will take place in late-August.**