

# CO-CHAIR FOR THE SPARK 2019

The Spark is hiring for 2 Co-Chair positions for 2019 and welcomes individual or partner applications.

## WHO WE ARE & WHAT WE DO

**The Spark vision:** Every student will feel a sense of belonging to the UBC Sauder community.

The Spark is a new student's celebration, welcome and orientation to Sauder. It's an experience that inspires, engages, and knocks the socks off our new students; preparing them for success in their transition to Sauder by building friendships with new and upper year students.

## JUST THINK ABOUT IT

- do you want to build, lead and mentor a team?
- do you want to help manage a budget of over \$100,000?
- do you want to learn project management skills for planning a 3-day event for over 800 people?
- do you like autonomy to run with your ideas but staff support in managing workload and solving problems?
- are you ready to make an impact in the lives of over 600 new-to-Sauder students?

... then apply to be a co-chair for The Spark 2019!

## ROLES & RESPONSIBILITIES OF A SPARK CO-CHAIR:

Responsibilities of both co-chairs:

- ✓ Work with the staff advisors to recruit, hire, build and train an exec team of 8 directors.
- ✓ Mentor the directors in your portfolio, leading them in their personal development and helping them in their project tasks
- ✓ Understand the big picture of the event and help the team work together to operationalize the details
- ✓ Receive mentorship and support from the staff advisors
- ✓ Facilitate team and 1-1 meetings with a focus on team development and project management.

Responsibilities to be divided between the co-chairs based on best fit:

- ✓ Invest in the execs' personal, professional and team development by working with the staff advisor to plan activities and workshops
- ✓ Create a team communication strategy and project task management system
- ✓ Work with the staff advisor to create, communicate and manage a project timeline for the year including milestones and tasks
- ✓ Mentor and oversee the tasks of the following directors: (divided equally between co-chairs based on best fit)
  - Night Event    Spirit Events    Marketing & Graphic Design    Hospitality & Sponsorship
  - Logistics       Volunteer       Registration & Communication    Opening & Closing

# CO-CHAIR FOR THE SPARK 2019

## POSITION TIMELINE

October – December 2018: Help the staff advisor recruit and build your team. *Low time commitment.*

January 2019: Student Leadership Conference, Exec Team Retreat. *Medium time commitment.*

February – March 2019: Spark Leader Hiring, Planning The Spark. *Medium time commitment*

March - April 2019: Spring Welcome and Summer-Send-Off Events. *High time commitment.*

May – June 2019: Planning The Spark. *Medium time commitment.*

July – September 2019: Planning The Spark. *High time commitment.*

Co-Chairs must be based in the Vancouver area January – September 2019 and available for **2 in-person weekly meetings** (one with staff advisor and one with exec team, each week).

## MORE INFORMATION

Co-Chairs are given autonomy and responsibility to lead their team in planning The Spark, but will receive supervision and support from Lauren Venema, Student Engagement Advisor in the UGO to help them be happy and successful in their roles.

## APPLICATION PROCESS

Please include in your application, a cover letter, resume and an optional “ME” page (see below) to [lauren.venema@sauder.ubc.ca](mailto:lauren.venema@sauder.ubc.ca) by **Sunday September 30, 2017, 11:59pm.**

Indicate in your application - the specific co-chair responsibilities outlined above that suit your existing skillset, why you would be a good fit for the role, and what skills you hope to develop from the position.

**“ME” page.** This is your opportunity to differentiate yourself from the other candidates. On a standard 8.5 x 11 inch page, show us who you are through photographs, pictures, art, and/or other means. You have been given the artistic license to make your “Me” page whatever you want it to be. Show us who you are. Have fun with this one!

Please note all applicants must be in good academic standing (60% and above) and consent to an academic record check and a non-academic record check at the time the position offer is made and at the end of terms 1 and 2 of 2018W.

If you are unsuccessful in your co-chair application, you will have the opportunity to be considered for one of the director roles on the Spark Exec, or a Senior Orientation Leader position.