



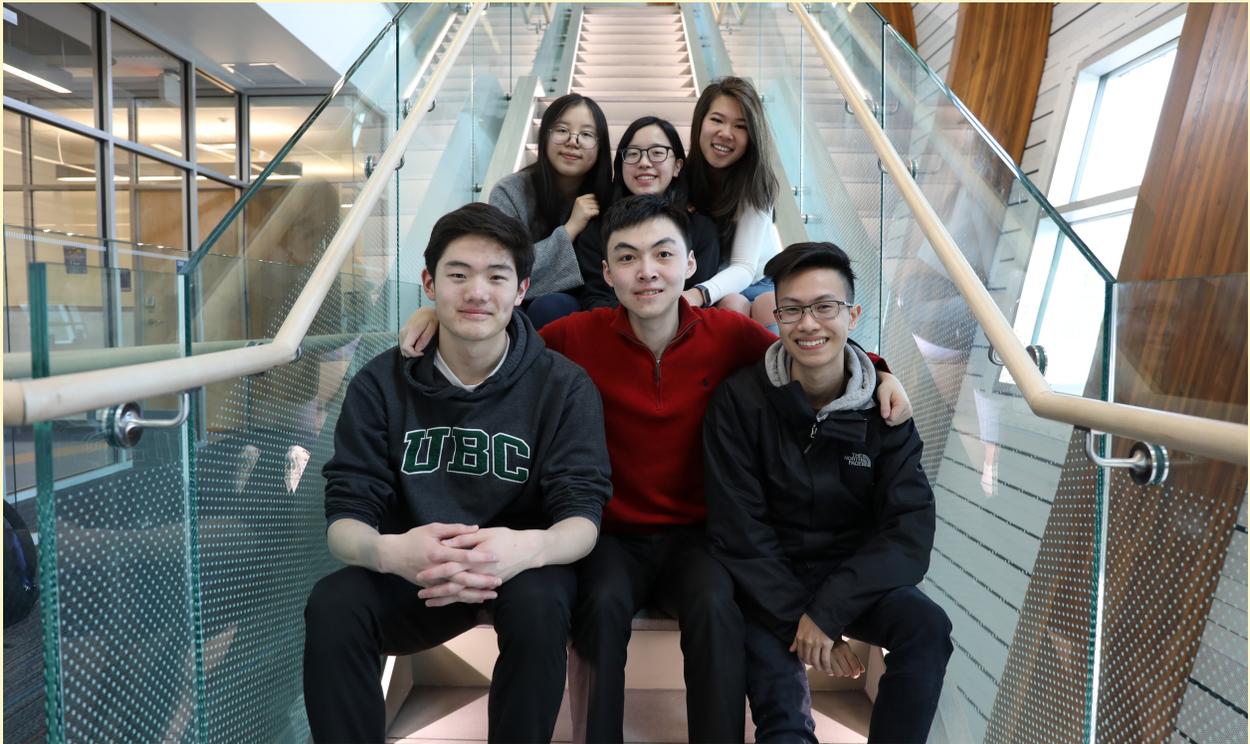
2019-2020

# UBC CANADIAN LIVER FOUNDATION HIRING PACKAGE



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# ABOUT US!



We're a close-knit club that was founded in 2008. Ever since, we've been actively hosting events to spread awareness about the importance of liver health, disease prevention, and research/graduate school opportunities. Throughout the years, we've planned research nights with many of UBC's accomplished researchers, de-stress events, and fundraisers to support the Canadian Liver Foundation. We are not only a club with a cause, but an outlet for like-minded students to engage with one another, develop teamwork and leadership skills, and make new friends! We are looking to grow our team so if any of the following position descriptions resonate with you, we'd love to have you join!

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# EVENTS COORDINATOR



**This position is for an individual who has creative ideas for events and has the organization skills and leadership to execute events. All Events Coordinators will sit on the Events Committee and work closely with the VP Events.**

**(3-4 POSITIONS)**

## **Responsibilities**

- Coordinate and monitor event timeline and ensure deadlines are met
- Organize and decorate event venues
- Work alongside the VP Communications and the Marketing Committee to promote event
- Work alongside Sponsorship Coordinators to secure sponsorship for event
- Work alongside Treasurer to estimate budgets
- Must be present at every event
- Must be punctual and organized

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# EXTERNAL COORDINATOR



**External coordinators will work with the VP External to develop partnerships with organizations to supplement funds and supplies for our events. Committee meetings will happen occasionally, typically before larger events. External coordinators will be carrying out their responsibilities mostly outside of meeting time. Therefore, the position will be fairly self-directed.**

**(3 POSITIONS)**

## **Responsibilities**

- Act as a liaison between sponsorship companies and our club
- Work with the VP External to develop new sponsorship opportunities and prepare sponsorship letters for companies
- Meet with company representatives to pitch our club and our events
- Possess strong communication skills and the ability to work independently

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# GRAPHIC AND WEBSITE DESIGN COORDINATOR

**This position consists of working closely with the VP Communications to design and update UBC CLF's website and social media platforms. The majority of the work can be done at home, at school or anywhere with a computer so this is the perfect role for anyone on the go!**

**(1 POSITION)**

## **Responsibilities**

- In charge of creating graphics for the club including event posters, Facebook event cover photos, logos, and social media graphics
- Keep website up to date with new blog posts
- Experience with Weebly ideal
- Maintain social media accounts as a team
- Must be able to work independently
- Must be able to meet deadlines
- Proficiency or experience with Adobe Photoshop, Adobe Illustrator, Canva, or any other graphic design program ideal
- Along with your resume, please send samples of previous promotional material you have created

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# PHOTOGRAPHY AND VIDEOGRAPHY COORDINATOR

**This coordinator position is open to both members and non-members alike. This is great for people who love photography and videography, and want to put their skills towards a good cause! Throughout the year, there will be many opportunities to work on club initiatives which can ultimately build you a portfolio.**

**(1 POSITION)**

## **Responsibilities**

- Must be present at all events
- In charge of documenting club initiatives via photos and videos
- Work collaboratively with the VP Communications and Marketing Coordinators to streamline photo gallery
- Must be able to edit photos/videos and upload in a timely manner
- Proficiency or experience with Adobe Lightroom/Photoshop and any video editing software ideal
- Along with your resume, please send samples of previous photos and videos you have created



# INTERESTED?

If you have any questions, feel free to email us at [ubc.clf@gmail.com](mailto:ubc.clf@gmail.com).

Please apply through the Google Form at this link:

<https://forms.gle/Y8LvESrxpkaB8vN88>

Meanwhile, check out our social media!



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