

ISES 2011 – Position Descriptions

Vice-Chair

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 10-15 (June 2010-December 2010), 15-20 (January 2011-June 2011)

Description: The primary responsibility of the Vice Chair is to monitor the operations of the project team and ensure that all teams are functioning in an appropriate manner. If for some reason the Chair is unable to perform her duties the Vice Chair will act in her place. The Vice-Chair position is a volunteer position.

Responsibilities

- Maintain constant and open communication with the Chair and ensure all messages conveyed to the organizing team are consistent and transparent
- Develop timelines, work plans and other related documents for the ISES organizing team and ensure that they are being properly executed
- Monitor key deadlines, request deliverables, track occurrence of team meetings and report action items in centrally managed “base camp” for all project team activities and documentation
- Work with the Finance Director to develop and implement a financial system that ensures financial responsibility
- Work with the Chair in conveying a consistent brand image for ISES, and working with project teams to ensure the brand is communicated effectively
- Provide input on key decisions relating to the strategic direction of ISES

Qualifications

- Highly organized and detail-oriented
- Excellent oral and written communication skills
- Able to ambitiously/realistically set and achieve goals and meet deadlines
- Team player with the ability to motivate, encourage and lead team members
- Past experience in planning large conferences or events of a similar nature an asset
- Passionate about issues relating to the future of sustainable energy

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – VICE CHAIR – LAST NAME, FIRST NAME”

Program Director

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 10-15 (June 2010-December 2010), 15-20 (January 2011-June 2011)

Description: The primary responsibility of the Program Director is to develop the program content and ensure that the three pillars of ISES (Finance, Regulation and Sustainability, Global Energy Cooperation, Technology and Innovation) are met with equal caliber and importance. The Program Director position is a volunteer position.

Responsibilities

- Hire and manage a team of “pillar leads” and ensure ISES vision is accurately represented through content of all sessions, discussions and panels
- Attend all brainstorming meetings and assist leads in facilitating dialogue amongst their respective teams on the topics relevant to their pillar
- Identify and seek out major keynote speakers (develop an approach strategy)
- Track progress of pillar leads on securing breakout session speakers
- Manage speaker budget
- Coordinate with logistics director to create agenda for conference, identify staffing requirements for individuals to introduce speakers, moderate discussion and thank speakers
- Manage delegate feedback process and coordinate effort to capture this feedback for future improvements to the ISES program

Qualifications

- Understanding of and passion for current issues in the future of sustainable energy
- Well-versed in different formats of how to present content (i.e. panels, discussion, debates) and possesses innovative ideas on how to showcase program content in unique ways
- Leadership, teamwork and managerial skills necessary to coordinate a large team
- Clear understanding of ISES vision and how program content can achieve the vision

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – PROGRAM DIRECTOR – LAST NAME, FIRST NAME”

Finance Director

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 5-10 (June 2010-December 2010), 10-15 (January 2011-June 2011)

Description: The primary responsibility of the Finance Director is to develop the ISES budget and assure that the project teams adhere to it. The Finance Director position is a volunteer position.

Responsibilities

- Coordinate with UBC to develop financial system for ISES (accounts receivable, accounts payable, expense reporting, budgeting) that will be used throughout the planning process
- Work with the Sponsorship Director to forecast sponsorship revenue and adjust budget accordingly
- Monitor financial activity of project team (e.g. Program, Hospitality and Social Events) and assure fiscal responsibility throughout planning process

Qualifications

- Strong attention to detail
- Self-motivated and highly committed to creation of practical and efficient financial system
- Experience as an accountant or financial manager in a project team capacity (e.g. small organization, sports, team, non-profit) an asset
- Ability to clearly design procedures and guide team members on how to follow them
- Passionate about issues relating to the future of sustainable energy

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – FINANCE DIRECTOR – LAST NAME, FIRST NAME”

Marketing Director

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 10-15 (June 2010-December 2010), 15-20 (January 2011-June 2011)

Description: The primary responsibility of the Marketing Director is to manage the ISES brand and to facilitate high awareness of the brand amongst potential delegates, partners, sponsors and the public at large. The Marketing Director position is a volunteer position.

Responsibilities

- Hire and manage a team consisting of the Partnership Manager, Social Media Campaign Manager, Public Relations Manager (see Appendix: Marketing Portfolio)
- Work with existing ISES brand and creative material to construct a unique identity for ISES Vancouver 2011
- Coordinate production of various forms of media to advertise ISES (e.g. videos, posters)
- Liaise with Website Manager to ensure strong online presence of ISES, as well as consistency with other channels

Qualifications

- Strong oral and written communication skills
- Clear understanding of value proposition of ISES and how it appeals to a variety of organizations, groups and individuals globally
- Leadership, teamwork and managerial skills necessary to coordinate a large team
- Past experience in creating and coordinating an integrated marketing campaign an asset
- Skilled with Adobe Photoshop and video editing software
- Web content knowledge an asset (necessary to interface with Website Manager)
- Passionate about issues relating to the future of sustainable energy

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – MARKETING DIRECTOR – LAST NAME, FIRST NAME”

Hospitality and Social Event Director

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 5-10 (June 2010-December 2010), 15-20 (January 2011-June 2011)

Description: The primary responsibility of the Hospitality and Social Event Director is to create a memorable experience for ISES delegates outside of the conference and showcasing the city of Vancouver as an international leader in energy and sustainable development. The H&SE position is a volunteer position.

Responsibilities

- Secure accommodation for delegates, speakers, partners and sponsors
- Arrange environmentally-conscious transportation for delegates (potentially coordinate with Translink to allow ISES delegates to use the bus, Skytrain and Seabus using their delegate badge)
- Organize energy-related “field trips” for delegates to experience first-hand the innovative and entrepreneurial nature of energy in Vancouver
- Provide delegates wishing to stay in Vancouver for a longer period of time with a list of suggested activities/destinations
- Organize evening social events for delegates → Friday June 11 and Saturday June 12
- Identify staffing requirements for hospitality and social events and liaise with Volunteer Coordinator to fill these positions
- Assist international delegates in coordinating travel and visas

Qualifications

- Past experience in coordinating event logistics (set-up, take-down, managing volunteers, etc)
- Highly organized, able to deal with tight deadlines and work under pressure
- Familiar with energy projects happening in the Lower Mainland and possess creative ideas for integrating them into the ISES experience
- Fun, creative personality and specific vision for themed social events
- Passionate about issues relating to the future of sustainable energy

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – HOSPITALITY AND SOCIAL EVENT DIRECTOR – LAST NAME, FIRST NAME”

Sponsorship Director

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 5-10 (June 2010-December 2010), 10-15 (January 2011-June 2011)

Description: The primary responsibility of the Sponsorship Director is to develop the ISES Vancouver 2011 value proposition and approach sponsors to finance the project (in coordination with OOMPH Conference Management). The Sponsorship Director position is a volunteer position.

Responsibilities

- Hire and coordinate a team of Sponsorship Managers who will have responsibility for their own individual sponsorship portfolio
- Create sponsorship package to reflect value of sponsor involvement with the ISES movement
- Research and identify appropriate sponsors that align with the vision of ISES
- Develop strategies to appeal to large national and international sponsors
- Approach companies, organizations, government and non-profits with OOMPH and participate in negotiation of sponsorship terms
- Aid OOMPH in stewardship of relationships during and after ISES (signage, photos, thank yous, interaction with delegates, etc)
- Liaise with organizers of ISES 2009 to ensure stewardship of existing sponsor relationships

Qualifications

- Strong oral and written communication skills and able to communicate effectively to a wide variety of individuals and organizations
- Clear understanding of value of ISES to sponsors
- Experience delivering professional presentations an asset
- Passionate about issues relating to the future of sustainable energy

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – SPONSORSHIP DIRECTOR – LAST NAME, FIRST NAME”

Website Manager

Position Duration: June 2010 – June 2011

Approximate Hours/Week: 5-10 (June 2010-December 2010), 5-10 (January 2011-June 2011)

Description: The primary responsibility of the Website Manager is to manage the web presence of ISES so it is consistent with the marketing goals and strategies of the project. The Website Manager position is a volunteer position.

Responsibilities

- Act as interface between Mother Creative (branding and web design company who created original website) and ISES team
- Keep website content current according to developments in sponsorship, program, marketing, etc
- Collaborate with Social Media Campaign Manager to integrate web and social media presence
- Collaborate with Post-Conference Director to create an online community of delegates that will continue after the conference

Qualifications

- Past experience in website creation or management (provide examples)
- Proficient with Adobe Photoshop editing software
- Server administration experience an asset
- Passionate about issues relating to the future of sustainable energy

Deadline for Application: June 27, 2010 at 11:59pm

Instructions for Application: Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – WEBSITE MANAGER – LAST NAME, FIRST NAME”

Appendix: Marketing Portfolio

Partnership Manager

The primary responsibility of the Partnership Manager is three-fold:

Student Associations

Identify student organizations across the globe whose goals align with ISES and to form mutually beneficial relationships (e.g. AIESEC)

Academic

Build relationships with undergraduate, masters and PhD programs at universities around the globe by inviting students to become a part of the ISES movement.

Professionals

Build relationships with associations of young professions (e.g. Young Environmental Professionals, Engineers Without Borders)

Social Media Campaign Manager

The primary responsibility of the Social Media Campaign Manager is to create and manage a social media presence for ISES using Twitter, Facebook, the ISES blog and any other relevant forms of social media.

Public Relations Manager

The primary responsibility of the Public Relations Manager is to generate media coverage of ISES in local, national and international publications (print and online). The PR Manager is also responsible for writing press releases to report major ISES news and distributing them to any relevant parties.

*Note: These positions will be hired by the Marketing Director at a later date.