
Staff Vacancy – Chief Recruiting Officer

The strength of SEDS-Canada is in the passionate team members of which it is composed. The Chief Recruiting Officer is responsible for finding students and professionals interested in advancing Canada's space industry through outreach and space-related projects. All the projects that are designed and run by SEDS-Canada are built from the ground up by staff members and the Board of Directors. As we grow our outreach, the team must expand accordingly.

The ideal candidate for this position is someone with Human Resources (HR)-related experience, especially in volunteer organizations. The main tasks of the Chief Recruiting Officer will include administering new staff into the SEDS-Canada team. Importantly, the individual will conduct interviews with candidates, each being tailored to the individuals and relevant position.

The Chief Recruiting Officer should have an interest in space technology and science, as well as the ability to work independently with strong initiative. Some experience in typical HR tasks is required. In order to conduct interviews, a successful candidate will have robust multi-tasking ability, and will have demonstrated advanced oral and written communication skills. Knowledge in the areas of graphic design, social media management, business administration, and web design will be considered as assets.

Primary duties:

- Write job descriptions and maintain knowledge of ongoing and upcoming projects
- Write interview questions tailored to individuals and positions
- Conduct interviews and select successful candidates
- Administer and onboard new staff into the team

Requirements:

- A general interest in space, science, and technology
- Excellent oral and written communication skills
- Some exemplary HR experiences
- Comfortable with keeping notes while paying attention to granular details in a person's experiences

Time requirements: 4-8 hours per week. There will be a probationary period of 1 month before the candidate is fully accepted for the position.

This is an unpaid volunteer position. Apply today by applying at bit.ly/apply2seds, and we'll get back to you to set up an interview if you are selected.