

Staff Vacancy: Regional Representative & Affiliate Program Coordinator

An integral aspect of the SEDS-Canada mission is to engage the student body in space exploration activities, to give students across Canada an opportunity to gain expertise in the space sector. Our brand new Affiliate Program is a large initiative to connect student groups across the country to SEDS, each other, and the space community. The Affiliate Program Coordinator will work directly with the Affiliated groups across Canada as well as several SEDS Directors to broadly support these groups and their activities. We also have an existing Regional Representative program of students across the country, which has served as a foundation for our Affiliate program and now functions as a working group for SEDS/space outreach.

We are seeking a motivated and self-starting individual with a passion for both space, communications and management. The Affiliate Program Coordinator will oversee our engagement with Affiliates and organize our activities with both Regional Representatives and Affiliates. They will also be responsible for finding ways to improve the Regional Representatives and Affiliates Program. The individual will be a point of contact regarding SEDS involvement with Affiliates and Regional Representatives.

Primary duties:

- Identify and manage needs of Affiliate groups
- Liaise with Affiliate Club leads and SEDS-Canada staff to ensure cooperative activities and events run smoothly.
- Support of Regional Representatives
- Support the FAQ of prospective and current Affiliate groups
- Running discussions with Regional Representatives and Affiliates
- Regular asynchronous communication with Regional Representatives and Affiliates

Requirements:

- Time: 2-4 hours/week
- Experience with communications and/or managing projects preferred
- Excellent organizational & communication skills
- Self-motivated & independent
- Involvement working in STEM communities preferred

While managerial experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position. Apply today by filling out the form at bit.ly/apply2seds, and we'll get back to you to set up an interview.