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## Staff Vacancy – Recruitment Co-Lead

The strength of SEDS-Canada is in the passionate team members of which it is composed. Recruitment Co-Leads are 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 role 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 Recruitment Co-Lead 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 preferred. In order to conduct interviews, a successful candidate will have robust multi-tasking ability, and will have demonstrated advanced oral and written communication skills.

### Primary duties:

- Write interview questions tailored to individuals and positions
- Contact applicants to schedule interviews
- 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 prior HR experiences is preferred
- Comfortable with keeping notes will paying attention to granular details in a person's experiences

Time requirements: ~2-4 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](https://bit.ly/apply2seds), and we'll get back to you to set up an interview if you are selected.