

Staff Vacancy: Conference Speakers Coordinator

Each year, Students for the Exploration of Space (SEDS) Canada hosts a conference to bring students and professionals together for a weekend oriented around space. The Canadian Space Conference takes place over 2-3 days, and speakers of various backgrounds are invited to partake in discussion and share their experiences in the space industry. The conference will take place over a weekend in January 2025, and a concise schedule will be implemented to transition between speakers, networking events, and more.

The Speakers Coordinator will be responsible for contacting and managing potential speakers for CSC 2025. This includes helping create email and messaging templates, creating a list of potential speakers and partners to contact, and consequently emailing individuals to speak at the event. SEDS-Canada is seeking an individual with strong communication and organizational skills with some prior experience in business, promotion, and corporate relations. The Speakers Coordinator works under the oversight of the Conference Lead and Events Chair.

Primary duties:

- Create speaker email and messaging templates
- Create a list and contact potential speakers and partners that might be interested to get involved with the Canadian Space Conference in 2025
- Maintain communications with various speakers leading up to the conference
- Assist and manage speakers at conference event

Requirements:

- Time: 2-4 hours/week (even more within a month of the conference)
- Excellent organizational & communication skills
- Term: from present to March 2025 with possible contract renewal

While managerial, business, and communications 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 at the end of the application window.