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# Staff Vacancy – Community Engagement Officer

SEDS-Canada offers several benefits to its members, including exclusive access to our SEDS-Canada Discord Server—a space where staff and members across the country connect and collaborate. The Community Engagement Officer plays a key role in fostering activity and engagement on the server. Responsibilities include sparking conversations, running fun polls, sharing exciting opportunities, organizing casual virtual events, and helping members feel welcome. Additionally, this role involves supporting channel organization by providing feedback to the Membership Manager and Discord Server Manager on topics that interest our community.

## Primary duties:

- Provide bi-weekly conversation topics and/or fun polls in relevant channels
- Share interesting news/opportunities in relevant channels
- Promote SEDS events/blog posts/podcasts/newsletters in relevant channels
- Welcome new members to the server
- Organise casual Discord events/gatherings
- Be aware of the purpose of each channel, providing any feedback on their structure/purpose to the Membership Manager and Discord Server Manager
- Attend regular meetings with the Membership Manager and/or Discord Server Manager

## Requirements:

- Communication skills
- Community building skills
- Organisational skills
- Familiarity with Discord or other online chat platforms (training provided if needed)
- Interest in space exploration and development!

Time requirements: 3-5 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.