



**Sobey School
of Business**

Saint Mary's University

COMMERCE SOCIETY

The Sobey School of Business Commerce Society is a student-run society at Saint Mary's University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member's skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.

Position: Professional Development & Event Coordinator
Term: 2022 - 2023
Estimated Hours per Week: 4 - 7

ROLE PROFILE: The selected candidate will be responsible for aiding the Presidents and Vice President in the planning, coordination and execution of all society events. They will also work with all other executives on the team to plan and run events. The Professional Development & Event Coordinator will work to plan relevant events that provide value to our members while also being engaging and fun. They will also work closely with the presidents in the planning and execution of our premier events of the year including our Annual Wine and Cheese networking event and our Annual Business Dinner.

Duties may include but are not limited to:

- Researching, planning, coordinating and executing all Commerce Society events
- Creating events that provide relevant academic or professional value while also being engaging
- Developing relationships with other executives to delegate tasks for events ensuring all executive are involved and learning how to run events
- Aid in the communication and promotion of events
- Doing back end tasks for events including booking rooms, submitting forms, filling out paperwork, purchasing needed supplies, etc.

Competencies:

- Gmail, Outlook, Google Drive, Trello (Experience is an asset but not required)
- Excellent communication skills both written and verbal
- Excellent organizational and creative skills

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hardworking, self-motivated student who values the importance of teamwork and can demonstrate excellent communication & organizational skills. Past experience of working in student groups and societies will be an asset.

To apply for this position please fill out this google form <https://forms.gle/RFADRUD1V65dCkAq8> ensuring to attach a brief resume and cover letter in your application. Applications close Friday April 20, at 11:59pm, late submissions will not be considered. If you have any questions about the position, please email us at Commercesociety.smu@gmail.com