
Staff Vacancy: Canadian Space Conference Logistics Lead

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 conference, named Canadian Space Conference (CSC), takes place over 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, and a concise schedule will be implemented to transition between speakers, networking events, and more.

The Logistics Lead will be responsible for event scheduling, budgeting, facilitating speakers and managing the event venue and platform for CSC 2023/2024. This includes helping create event materials (slide decks, packages), creating a list of potential tools and resources to implement and consequently emailing companies for research, evaluation and facilitation. The logistics lead will be responsible for making sure everything runs smoothly during the event. SEDS-Canada is seeking an individual with strong communication and organizational skills with some prior experience in event planning, running online platforms, managing budgets, and communicating between teams. The Logistics Lead works under the leadership of the Conference Lead and the Events Chair.

Primary duties:

- Manage event finances and budget requirements
- Assist in creating the event schedule
- Research and evaluate event venue hosting options
- Manage event venue and platform for CSC 2023/2024
- Assist in managing SEDS staff and volunteers (i.e. work schedule) at the conference event
- Run the behind the scenes the weekend of the event

Requirements:

- Time: 3-6 hours/week
- Excellent organizational & communication skills
- Financial literacy
- Experience using online platforms and broadcasting
- Project management skills and ability to maintain timelines
- Experience planning events
- Term: Present to March 2024 with possible contract renewal



Students for the Exploration and Development of Space
Étudiants pour l'Exploration et le Développement Spatial

While managerial and sponsorship 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.