Staff Vacancy: Mentorship Campaign Coordinator

An integral aspect of the SEDS-Canada mission is to engage the student body in space exploration activities, to give students across Canada an opportunity to gain expertise in the space sector. Our growing Mentorship Program is a large initiative to connect students to space professionals in the industry to meet their STEM and space goals. The Mentorship Campaign Coordinator will work directly with the SEDS Directors and Social Media Manager to broadly support these groups and their activities.

We are seeking a motivated and self-starting individual with a passion for both space, communications and management. The Mentorship Campaign Coordinator will coordinate the social media campaigns, mentorship matching process and mentee mentor group outreach. The individual will be a point of contact for the mentors and mentees besides the VP External.

Primary duties:

- Coordinate social media campaign activities to expand mentor and mentee recruitment strategies.
- Manage upkeep of the mentorship outreach tracker.
- Lead the mentorship matching process with guidance from VP External.
- Manage the mentorship@seds.ca emails for Q&A within 48 hours.
- Running discussions with VP External and Social Media Manager, possibly the VP Communications, Regional Representatives.
- Regular asynchronous communication with VP External.

Requirements:

- Time: 2-4 hours/week, workload peaks September-October and in January-February.
- Experience with communications, social media post creation and managing projects preferred.
- Excellent organizational & communication skills.
- Detail-oriented.
- Self-motivated & independent.
- Involvement working in STEM communities preferred.

While communication experience is an asset, the most important fulfillments are a willingness to learn in a fast-paced and professional environment and being able to implement feedback in a timely manner. This is an unpaid volunteer position. Apply by **Nov 20, 11:59PM EDT** by filling out the form at bit.ly/apply2seds, and we'll get back to you to set up an interview. We encourage everyone to apply early as this position may be filled before the application deadline.