

Director of Internal Operations (1)

Position Overview:

As the Director of Internal Operations, you are the glue of the Organizing Committee, ensuring a streamlined experience of all internal functions. You will support all Directors to ensure the day-to-day success of TEDxSFU. In this role, you will manage the administrative and HR aspects of TEDxSFU. Working closely with the Project Leads, you will maintain positive relations within the entire Organizing Committee, and have the opportunity to develop strong leadership, communication, and community management skills.

Your term will run from **April 2018 to January 2019**.

NOTE: This is a volunteer-based position with a time commitment of roughly 8-10 hours/week*
*Hours subject to change depending on demands for the week.

Responsibilities:

- Spearhead recruitment strategy and attend interviews for Coordinator positions
- Organize team socials to foster team engagement and bonding
- Create and distribute weekly meeting agendas in a timely manner
- Record meeting minutes with diligence and precision, and set effective action items
- Manage internal communication for respective schedules (includes speaker and performer auditions) and deliverables
- Support Project Leads with mitigating conflict amongst internal parties – address questions and/or concerns to maintain a positive team environment
- Assist Director of Events in the recruitment of General Ambassadors, as well as corresponding administrative duties
- Support Directors of Content Development in the organization of speaker socials

Qualifications:

- Team player with a passion for creating an engaging community atmosphere
- Strong written communication and interpersonal skills
- Proficiency in Microsoft Office, Google Drive, and Doodle forms
- Excellent organizational and time management skills with ability to meet strict deadlines
- Willing to assist with tasks that may be outside of written job requirements and duties
- *Prior experience in HR or recruitment is an asset*

TO APPLY: Please send your resume and other relevant documents to the incoming Project Leads at projectlead@tedxsfu.com.

Deadline to apply: Sunday, March 18 at 11:59pm.