

LEEP STFX – Open Position Descriptions – October 1st, 2024

LEEP StFX is currently seeking applications for executive positions for this school year. Applicants who are selected will be scheduled for virtual interviews during the upcoming study break, between October 15th and October 20th. Position descriptions and responsibilities are described below.

Financial Coordinator

Will oversee the financial management of LEEP STFX.

Key Responsibilities:

- Maintaining accurate financial records: recording transactions, tracking revenues and expenses, organizing receipts and invoices.
- Keeping accurate and up-to-date financial records. The Finance Coordinator plays a vital role in ensuring society's financial stability, enabling it to meet its objectives efficiently.
- Managing bank account: Setting up the bank account and getting a credit card. Be responsible for deposits, withdrawals, and account reconciliation
- Budgeting and forecasting: Creating and managing the society's overall budget and for specific events.
- Supporting fundraising efforts: help with the fundraising team to develop and implement strategies for securing funds.

Program Coordinator

Will oversee the planning, development, and execution of the society's educational programs throughout the year. The role involves helping to create educational content, organizing events, and managing resources to ensure successful program delivery. The program coordinator will work closely with the society's leadership, members and external partners to promote learning and development opportunities for StFX.

Key Responsibilities:

- **Program Planning and Development:** design and develop engaging educational programs and initiatives aligned with the society missions. Includes the 1 hr ½ workshops every Sunday.
- **Event Coordination:** Organize and manage logistics for all educational events, including securing venues, arranging speakers or instructors (internal or external) and coordinator event promotion.
- **Volunteer and Staff Coordination:** Recruit and managing volunteers for the program delivery and execution.

Competition and Event Coordinator

Will oversee the development of competitions LEEP STFX will host during the school year, with the main event being the STFX Innovation Challenge to be hosted in March. This person is expected to attend, host, and help fundraise for any competitions the society hosts this year.

Key Responsibilities:

- Help host and plan the STFX Innovation Challenge, including fundraising activities.
- Plan and brainstorm other competitions for the school year.
- Help host any fundraising or social events for the school year.