

YWIL TWU Job Description

Title: Special Projects Coordinator	Location: Trinity Western University
Department: External Relations	Reporting to: VP of External Relations
Required Commitment: 2-3 hours per week, dependent on circumstances	Employment Type: Student

Position Summary

The Special Projects Coordinator will be responsible for overseeing and leading a given project that the YWiL executive team has established as an initiative YWiL wishes to pursue. This position is meant to be challenging and really execute YWiL's vision in helping others to "push the limits of their future." This position will spearhead new initiatives and carry out the required tasks to make the project come to life. They will be working with the ER team to expand the capabilities of YWiL and the School of Business as a whole; however, this role is largely independent and self-motivated. This position will be refined moving forward given the nature and dynamism of the position. This person will work closely with Jani McKay and the School of Business faculty in carrying out impactful projects that will bring value to the TWU community.

Essential Duties and Responsibilities

- Create monthly goals of tasks that need to be completed to further the project
- Innovate new strategies to further the project initiative
- Pass along project details to successor to follow through in the following years
- Organize, update and upload all relevant documents to the Google Drive
- Assist the External Relations team where necessary
- Attend scheduled team meetings

Education Requirements

Must be in second year standing (or higher) as of Fall 2022. Any major and/or specialization can apply.

Experience Requirements

- Experience with external relations considered an asset

- Previous club involvement considered an asset
- Previous student leadership roles considered an asset
- Current YWiL member considered an asset
- Internship/work in public/external relations, marketing, donor relations, project coordinator roles, administration or any other business field is considered an asset

Skills and Abilities

- Strong verbal and written communication skills
- Friendly, good representative of YWiL to partners
- Very organized
- Diligent in following through with tasks
- Self-motivated
- Effective time manager, can manage multiple tasks at once
- Is self-sufficient/does not need to be reminded to complete tasks

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee's Signature: _____ Date (mm/dd/yy): _____

President's Signature: _____ Date (mm/dd/yy): _____