



**Sobey School
of Business**

Saint Mary's University

COMMERCE SOCIETY

The Sobey School of Business Commerce Society is a student-run society at Saint Mary's University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member's skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.

Position: Volunteer & Fundraising Coordinator

Term: 2022 - 2023

Estimate Hours per Week: 2 - 5

ROLE PROFILE: The ideal candidate is someone who is passionate about nonprofits and social enterprises, eager to become immersed within our community, and is innovative and creative when executing fundraising events. The selected candidate will be responsible for finding and creating volunteering opportunities for society members.

Duties may include but are not limited to:

- Create volunteer and fundraising opportunities for society members
- Research and communicate to members current volunteering opportunities within our local community
- Build relationships with other volunteer-based societies on campus
- Create and maintain relationships with local nonprofits and social enterprises, as well as community members and donors
- Assisting in executing and attending Commerce Society events
- Directly aiding in the planning and organization of at least one society event
- Work with current partners including 5 Days for the Homeless and Ronald McDonald House

Competencies (Experience is an asset but not required):

- Google drive, Gmail, Outlook, Trello

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hardworking, self-motivated student who values the importance of teamwork and can demonstrate excellent communication & organizational skills. Past experience of working in student groups and societies will be an asset.

To apply for this position please fill out this google form <https://forms.gle/RFADRUD1V65dCkAq8> ensuring to attach a brief resume and cover letter in your application. Applications close Friday April 20, at 11:59pm, late submissions will not be considered. If you have any questions about the position, please email us at Commercesociety.smu@gmail.com