



Now Hiring: Engineers Without Borders Vice-Presidents and Team Leads

Available Positions:

Vice-Presidents

___ VP Finance

___ VP Strategy

___ VP Logistics

___ VP Marketing

___ VP Community

Team Leads

___ Food Systems

___ Fair Trade

___ Youth Venture

___ Political Advocacy

___ Global Engineering

___ Pumpkin Smash & National Engineering Month

___ Kumvana Program

___ Member Learning and Development

___ Sponsorship & Corporate Engagement

___ Self-Created Position

See role descriptions below for detailed position information. You may apply for a maximum of three positions. **Please rank the positions in order of preference (1 being most preferable) on the above list and submit only one application.**

Contact Information: (Please fill this section in)

Name:

E-mail:

Year and Discipline:

Kingston Telephone:

Kingston Address:

I give my permission for my name to be used on the EngSoc Website: Yes No

I certify all information contained in this application to be correct:

Signature: _____ Date: _____



Application and Interview Process:

Applications are due **Friday, March 24th at 11:59 pm**. Please submit them to the EngSoc Mailbox in the EngSoc Lounge in the ILC, or to the After Hours Dropbox outside the Lounge. **Additionally, please submit an electronic copy to Margo Bain and Kit Dashwood, incoming EWB Co-Presidents, at queensu@ewb.ca.**

Interviews will be held March 26th to March 29th. **Please indicate any conflicts you may have with these dates on your application.** Interviews will be 20 minutes in length. You will be notified by e-mail of your interview time.

If you have any questions about the positions, application or interview process, please feel free to contact Margo Bain and Kit Dashwood at queensu@ewb.ca.

Application Requirements:

Please submit a **resume** detailing your previous relevant experience and answer the following questions on a separate sheet(s) of paper. Please keep your answers succinct and to the point (2 pages maximum).

Additionally, please attach a minimum of **two relevant references** who can speak to your abilities to manage a team.

1. Why are you interested in the position(s) you are applying for and becoming involved in Queen's EWB?
2. What previous experience and skills do you possess that you feel will contribute to your success in this/these position(s)?
3. What would do you hope to accomplish in the role(s) you are applying for? What ideas do you have for the position?
4. In 200 words or less, pick and discuss a global or local development issue that interests you.
5. If there were a movie about your life, who would play you and why?

Thank you for your interest in the Engineers Without Borders, we will be in touch soon!



ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY



engineers without borders
ingénieurs sans frontières
Canada
Queen's University Chapter

45 Union St., Rm 106 Kingston, Ontario K7L 3N6
Tel: (613) 533-6008 Fax: (613) 533-2756
www.engsoc.queensu.ca

For Internal Use Only

Application received by: _____ Date: _____

Contacted: Confirmed: Interviewed: Hired: Yes No

The Queen's Engineering Society is committed to protecting the use and disclosure of the personal information of Queen's University faculty, staff, and students, as required by the *Freedom of Information and Protection of Privacy Act*. The personal information on this form is collected for the purpose of completing your application. Personal information will only be used to the extent that it is necessary to facilitate the hiring process, and will be destroyed one year after the application process is complete. If you have questions about the accuracy, use or privacy of your personal information, please contact the Vice-President Student Affairs, at vpsa@engsoc.queensu.ca.



ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY



engineers without borders
ingénieurs sans frontières
Canada

Queen's University Chapter

45 Union St., Rm 106 Kingston, Ontario K7L 3N6
Tel: (613) 533-6008 Fax: (613) 533-2756
www.engsoc.queensu.ca

Engineers Without Borders Queen's Chapter

The Queen's Chapter of EWB consists of both local and global initiatives to combat social and economic inequalities. We value investing in our members to become global citizens as well as project managers in action oriented roles in Kingston and Sub-Saharan Africa.

The Queen's Chapter of Engineers Without Borders (Q.EWB) is an organisation devoted to addressing global developmental and social inequalities. Q.EWB is now in its ninth year of operation and is comprised of over 80 members, including students, volunteers, and supporters. We seek to leverage multidisciplinary collaboration, expanding our educations beyond the curriculum to incorporate knowledge of global realities and complexities of development aid. In doing this, Q.EWB strives to build awareness among all Queen's students on the role they play as members of Queen's, Canada, and the world. Most importantly we are driven to translate this awareness into meaningful, well-informed action. You can learn more about what we do on our website:

<http://queensu.ewb.ca/>.

The executive team consists of Vice Presidents, and Team Leads. We encourage people of all faculties to join our team as we value different perspectives and skill sets in all of our ventures. The requirements and roles of each position are described below.

Applicants should possess the following skills:

- Leadership and organisation
- Conflict resolution and problem solving
- Strong communication
- Initiative and an action-oriented mindset



Vice Presidents

Role Expectations:

- Work closely with the Co-Presidents
- Managing a group of 3-5 Team Leaders
- Act a liaison between the Presidents and portfolios
- Attendance of Member Learning meetings, monthly All-Hands meetings and other club events

VP Finance

This role will involve setting short and long term budgets and financial goals as well as managing cash flows for the entire Chapter. This VP will be responsible for managing Q.EWB's operating budget of approximately \$30,000 and engaging with EWB's National Headquarters in Toronto. This VP will also be responsible for communicating accounting information to the entire Chapter through monthly cash flow updates. He or she should be prepared to network with the diverse executive team and ensure that the budget is constantly updated. Previous experience in financial accounting and organisational skills would be an asset for this position.

VP Strategy

The role of the Vice President of Strategy is to ensure that EWB values are integrated into every project and event occurring within the Chapter. They will provide project management and mentorship support to all portfolios while tracking individual and Chapter goal setting. Finally, they will lead the development of a multi-year plan for the growth and development of Q.EWB.

VP Logistics

This VP will work closely with the Presidents to coordinate the on-goings of Q.EWB. The role of the Logistics VP will be to aid in planning various Chapter-wide events such as the Fall camping retreat and Tri-Chapter retreat, organizing documentation within the Chapter, aiding Team Leaders with sanctioning events and booking rooms, communicating with National office, and coordinating conference delegations. Organizational skills are an asset to this position.

VP Marketing

This VP will work to centralize the Chapter's marketing efforts with a uniform image. The VP will manage the Queen's EWB website as well as our social media accounts. As such, organizational and time management skills are required. They will engage campus and Kingston media, drawing newspaper and television reporters to cover EWB events and inform the greater community of our activities. While social media and graphic design skills are an asset for this position, this individual must also be passionate about the organization as they will be sitting in on key discussions with the presidents. This is a great opportunity for someone wanting to learn about the Marketing of NGOs while contributing to the vision of Q.EWB.



VP Community

The VP Community will be responsible for internal networking, portfolio collaboration, and external recruitment. They will provide support to chapter members through chapter bonding events, intramurals, and check-ins. Responsibilities of the VP Community include ongoing monitoring and evaluation of the Q.EWB portfolios, generating year-end reports for the chapter, and recording and compiling the operations of the chapter. Strong organizational skills and a passion for the organization are assets for this position.

Team Leads

Role Expectations:

- Managing a group of 2-4 directors as well general member volunteers
- Organise weekly meetings with their director team
- Attend Member Learning meetings, monthly All-Hands meetings and other club events

Food Systems

One of the new and upcoming initiatives started at the National Office level is dealing with food systems and their role in development. Kingston offers a unique opportunity because of our neighboring agricultural community to connect students with locally sourced food. The Food Systems Team Lead will be required to take initiative in spearheading projects which will connect and educate students on various avenues of sustainable food consumption.

Fair Trade

The Fair Trade portfolio aims to develop and implement innovative ideas to promote Fair Trade. They will finalize the Fair Trade campus initiative at Queen's, which will involve networking with administration and catering services, as well as the Canadian Fair Trade Network and Fairtrade Canada. They will also maintain relationships and partner with Oxfam and QPID to maximize our collective impact on the Queen's community. This is a great opportunity to create connections with a national organisation and make a lasting impact at Queen's University.

Youth Venture

Having found previous attempts at engaging youth through traditional classroom workshops ineffective at creating lasting impact, the Youth Venture portfolio has been experimenting with new ways to improve long term youth engagement. The overarching goal of YV is to encourage youth to think critically and act locally on social justice issues, while also building leadership skills. This Team Lead will need strong leadership, facilitation, and communication skills to help connect to high school students and teachers, and to manage large numbers of volunteers.



Political Advocacy

A main focus area within EWB's advocacy is improving the Canadian foreign aid sector. This position works closely with EWB's National Office and other advocacy representatives across Canada to cohesively promote EWB messaging. Responsibilities of this portfolio include engaging local MPs on issues of importance to Canada's foreign aid and ODA spending, campus-wide campaigns to engage students on Canada's global aid systems, and improving methods of political engagement and awareness within the chapter membership. This is a great opportunity for anyone interested in Canadian politics or foreign policy and would like to impact policy creation in Canada.

Global Engineering

The Team Lead will propose changes to our current engineering education to better include the broader implications of the engineering design process. This position involves facilitating workshops, meeting and developing course material with professors, and promoting the idea of a global engineer. Specifically, the Team Lead will work to create EWB related projects for Module 3 of APSC 100 and act as the client for these projects. The Team Lead is required to be able to work over the summer with a member of the EWB National Office GE initiative towards obtaining the Global Engineering Certificate for the Queen's Faculty of Engineering. This is a great opportunity for engineers who want to develop solutions to global challenges and create a lasting impact within the engineering curriculum.

Pumpkin Smash & National Engineering Month

This position entails two roles: organizing the Pumpkin Smash in October and organizing events occurring during National Engineering Month in March. The Pumpkin Smash is an annual fundraising event that features interactive games, live music, connecting with students and alumni, and dropping a giant pumpkin from a crane onto a field. National Engineering Month is an initiative that aims to eliminate engineering stereotypes and allow students to realize the full potential of the engineering profession. Past events have included an interdisciplinary design challenge, an open mic night, and a networking gala. A successful applicant will have very strong time management skills and experience in event planning. This Team Lead should also be prepared initiate much of the planning process for the Pumpkin Smash over the summer.

Kumvana Program

This portfolio will work to organise week-long visits for an African leader involved in the Kumvana program. This involves planning organisational visits that relate to the delegate's interests and goals, as well as coordinating homestays for the delegate. This is a valuable opportunity to work with EWB on a national level and create a lasting connection with an incredible delegate.



Member Learning and Development

The Team Lead will be responsible for coordinating weekly Member Learning discussions which are based upon a peer-to-peer approach to promote learning, critical thinking and discussion. Topics include: development knowledge, EWB's work in Canada and Africa, global citizenship, and leadership skills. The Team Lead should be comfortable facilitating discussions and have a good understanding of global development issues. This role also requires coordinating workshop facilitation, which will involve working with other portfolios in the Chapter and external organisations. Potential candidates should have experience coaching and team building, and possess strong facilitation and communication skills.

Sponsorship & Corporate Engagement

This Team Lead will be responsible for obtaining sponsorship and grants to fund Chapter initiatives. This role also includes establishing important ties with the local Kingston business community. This position offers a unique combination of both Chapter involvement and professional networking opportunities. The Team Lead will be highly informed about all of the Chapter on-goings to pitch to companies and university grant applications.

Please note, if you would like to be part of the EWB executive team but not in the capacity of any of the roles indicated above, you may describe a unique position that you believe will contribute to the success of the Queen's Chapter of EWB in the coming year and would like to fulfill. Please identify in your application what your responsibilities would be and how this position is a necessary or valuable addition to the executive team.

Additionally, if you are considering applying for any of the following positions with a Co-Team Lead please indicate so on your application. Also, include a description of your previous work experience together.

If you have any questions about the roles or wish to receive further background information please do not hesitate to contact **Kit Dashwood** and **Margo Bain** at queensu@ewb.ca.