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# **YOUNG INVESTOR PROGRAM CANADA**

Vancouver | Toronto | Calgary

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HIRING PACKAGE  
2018/2019 EXECUTIVE TEAM

# ABOUT YIP

Financial literacy is an important topic often overlooked and can have negative long-term implications. Thus, Young Investor Program Canada provides a necessary platform for high school students in Grades 10-12 to learn about financial literacy and invest in their futures. Our mission is to empower youth to develop better money management skills and spending habits to become our nation's investors of tomorrow.

Now entering its seventh year, Young Investor Program Canada has impacted the lives of over 600 secondary school students across Canada. The Program started with a single chapter in Vancouver in 2014, and quickly expanded to Toronto in 2015. January 2018 marked the start of our first Calgary Chapter program.

In April of 2015, Young Investor Program Canada was awarded the Nova Star Award, recognized for executing our vision in a creative and unique way. The Program's continuous growth emphasizes the need and interest amongst youth to learn about financial literacy.

Young Investor Program Canada is looking to continue its growth and share this platform with students across the country. To do this, our team is looking for dedicated and passionate individuals interested in empowering youth and helping build the next generation of leaders with us. If this sounds like you, keep reading to find the role that best fits you, regardless of what you're studying!

***READY TO ACHIEVE YOUR FINANCIAL POTENTIAL?***



# WE ARE HIRING



**Co-Chair**

**VP Finance**

**VP Internal**

**VP Marketing**

## **Term of employment: June 2018-April 2019**

- MUST NOT be on exchange or co-op programs during the term
- Program planning occurs during the Summer and Fall term with program commencement in the following year

# APPLICATION INSTRUCTIONS



To apply, please submit the following information in one PDF file with the naming convention “Firstname\_Lastname\_Calgary.pdf” to [dminhas@yipcanada.com](mailto:dminhas@yipcanada.com)(for Calgary) **Friday, June 22 at 11:59PM:**

1. A cover letter stating:
  - a. Your preference of up to two positions listed in the hiring package
  - b. Why would you like to be involved with Young Investor Program Canada?
  - c. Why are you the ideal candidate for the chosen position(s)?
  - d. What new ideas can you bring to the Program?
2. A one-page resume outlining your most relevant experiences

Please contact [dminhas@yipcanada.com](mailto:dminhas@yipcanada.com) for any questions.

# Co-Chair

*Co-Chairs are responsible for leading the team in all dynamics of the program. As Co-Chairs, you spearhead the planning, organizing, and execution of all activities related to the program. This includes but not limited to: meeting with sponsors, securing workshop speakers, and running weekly meetings.*

## MAIN RESPONSIBILITIES

- Create and execute effective marketing strategies to promote the Program
- Oversee posters, flyers, and other promotional materials and ensure they align with the marketing strategies of Young Investor Program Canada
- Work on expanding the reach of Young Investor Program Canada in order to build brand recognition and attract a more diverse audience
- Contribute to overall Program planning and execution - Lead weekly meetings
- Create a genuine interest for Young Investor Program Canada for high school students
- Review workshop content received from speakers prior to each workshop
- Work alongside speakers providing feedback on workshop presentation in order to ensure content is of high quality
- Conduct high school presentations
- Send monthly reports to the Board of Directors outlining the performance of the team and updates on progress of the program

## QUALIFICATIONS

- Strong organizational skills
- Confident in speaking in front of large crowds
- Strong interpersonal and communication skills
- Ability to set and meet deadlines; can manage time effectively
- Experience in leadership settings

## TIME COMMITMENT

- 3-4 hours per week with additional time around workshops

# VP Marketing

*Responsible for assisting with the creation of effective high school marketing campaigns, promoting the workshops and expanding brand outreach. The VP Marketing is someone with a creative mindset who brings new ideas to the table and is able to engage their audience with innovative strategies.*

## MAIN RESPONSIBILITIES

- Use tools such as Photoshop to create interactive content
- Develop strategies to expand YIP Canada's outreach and create a genuine interest in high school students towards learning about financial literacy
- Distribute marketing materials to high schools, local school boards, and the media (i.e. newspaper, etc.)
- Works alongside Corporate Relations Portfolio to manage sponsorships
- Lead and organize high school presentations locally with the help of the executive team and Program Ambassadors
- Attend mandatory weekly or bi-weekly meetings
- Contribute to overall Program planning and execution

## QUALIFICATIONS

- Creative thinker
- Strong interpersonal and communication skills
- Ability to set and meet deadlines; can manage time effectively
- Experience in developing and executing on marketing campaigns
- Experience in graphic design and Adobe Creative Suite preferred
- Past event planning experience an asset

**\*NOTE: If you have any past posters/flyers, please submit them with your application!**

## TIME COMMITMENT

- 4-5 hours per week with additional time around workshops



# VP Finance

*The Director of Finance manages the budget, handles reimbursements, and assists the Director of Competitions in planning the Portfolio Pitch Competition. Work alongside executive team to manage sponsorships*

## MAIN RESPONSIBILITIES

- Record transactions and effectively allocate budget
- Reimburse members of the Executive Team in a timely manner
- Track deposit fees and payments
- Present bi-monthly updates, or as needed, of the budget to the Executive Team and Board of Directors
- Assist the Director of Competitions in organizing the Portfolio Pitch Competition
- Conduct high school presentations
- Attend weekly meetings
- Contribute to overall Program planning and execution
- Must assist in providing accurate paperwork for annual NPO filing to the government

## QUALIFICATIONS

- Existing knowledge of financial literacy and a desire to learn more
- Exceptional oral and written communication skills
- Able to work independently
- Highly detail-oriented and organized
- Basic knowledge of finance/accounting preferred
- Event planning experience will be considered an asset

## TIME COMMITMENT

- 2-3 hours per week with additional time around workshops



# VP Internal

*The VP Internal spearheads application reviews, screens potential applicants and fosters a positive learning environment for the executive team.*

## MAIN RESPONSIBILITIES

- Attend weekly meetings
- Collect availability schedules from members to issue meeting dates
- Summarizing/recording key points discussed during weekly meetings
- Ensuring conflicts between members are resolved accordingly
- Liaison between executive team, ambassadors and applicants
- Reviewing first round of applications
- Holding interviews and screening applicants

## QUALIFICATIONS

- Genuine interest in financial literacy
- Ability to adapt to unforeseen situations
- Exceptional oral and written communication skills
- Team-based attitude
- Able to work with minimal supervision and meet tight deadlines
- Enthusiastic and creative thinker

## TIME COMMITMENT

- 3-4 hours per week with additional time around workshops





Please ensure you have read the specific requirements and application instructions before submitting.

Please contact [dminhas@yipcanada.com](mailto:dminhas@yipcanada.com) for any questions.

**Deadline: Friday, June 22nd at 11:59PM**

*WE LOOK FORWARD TO WORKING WITH YOU!*



## YOUNG INVESTOR PROGRAM

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*ACHIEVE YOUR FINANCIAL POTENTIAL*

### **Check us out on our social media!**

Instagram: <https://www.instagram.com/yipcanada/>

YouTube: [https://www.youtube.com/channel/UC3z8oo\\_tS\\_eShttHkrlAG00](https://www.youtube.com/channel/UC3z8oo_tS_eShttHkrlAG00)

LinkedIn: <https://www.linkedin.com/company/young-investor-program-canada>

Facebook: <https://www.facebook.com/theyounginvestorprogram/>

Twitter: <https://twitter.com/YIPCanada>