

## **Shinerama Coordinator**

### **Duties**

- Responsible for spearheading the Association's summer Shinerama campaign to raise funds for the Canadian Cystic Fibrosis Foundation.
- Coordinate at least two fundraising activities during the summer months (can be in partnership with other student associations).
- Actively recruit volunteers for the Association's Shinerama volunteer team.
- Coordinate the Association's Shinerama volunteer team.
- Responsible for preparing the Association's activities for Shine Day
- Suggest fundraising initiatives for 101 Week to the Association's executive.
- Be present at all SFUO Shinerama Roundtable meetings.
- Be present at all SFUO sucker-run events and other related activities.
- Provide monthly updates on fundraising status to the CSA Executive Council, or as often as requested.

### **Requirements**

- Must be registered as a student in the Department of Communication (honours or major in communication, or journalism) at the University of Ottawa
- Must spend the majority of the summer months in the National Capital Region.
- Must be available for Shine Day during 101 Week.
- Must complete a transition report before the end of his/her mandate.

### **Key skills**

- Strong interpersonal skills.
- Ability to manage and coordinate volunteers.
- Event management experience would be an asset.
- Experience with philanthropic initiatives would be an asset.

### **Term**

The Shinerama Coordinator reports to the Vice-Presidents, Social Affairs of the Association and will hold office from the time which he/she is appointed (early May 2008) to the end of the Shinerama campaign (late September 2008).

### **Application deadline**

April 18, 2008 at 5:30 PM

Send your CV and cover letter to Virginie Corneau St-Hilaire, VP Finance, at [vp.finance@aeec-csa.ca](mailto:vp.finance@aeec-csa.ca)