

*They say “charity begins at home”.*  
*But as a global citizen, will you really let it end there?*



Note: Your Executive Team must be complete. This means that if you lack one Director (e.g. due to a lack of qualified applicants), your school might not be selected for this program.

**You are our valued executives. We will provide you with training so you can execute your responsibilities to the best of your abilities and enhance your skillsets and résumés.**

## Sales Director

- Uses analytical and critical thinking skills to implement strategies (e.g. regarding price promotions – not necessarily discounts) to meet or exceed sales objectives
- Supports the Marketing Director in encouraging the school community to support the South Sudanese refugee children
- Manages the Sales Team

## Human Resources Director

- Uses interpersonal and leadership skills to motivate and encourage the Production Team and Sales Team
- Uses organizational skills to oversee the work of all Executives and ensure delivery and timeliness
- Point of Contact (POC); regularly updates Sponsor A Child Initiative UBC regarding progress
- Assists Sponsor A Child Initiative UBC in recruiting volunteers (Has access to the Volunteer Package Folder)

## Marketing & Communications Director

- Uses communication skills and creativity to encourage the school community to support the South Sudanese refugee children
- Uses innovative strategies to raise awareness of fundraising events
- Supports the Creative Director in generating ideas for promotional materials

## Creative Director

- Uses creativity and artistic skills to generate promotional materials or marketing content (e.g. posters and social media content) using graphic design software
- Supports the Marketing Director in implementing innovative strategies to encourage the school community to support the South Sudanese refugee children

## Operations Director

- Uses analytical and critical thinking skills to implement strategies regarding timing and specific location to maximize exposure to the school community
- Uses organizational skills to manage logistics and operations of fundraising events
- Manages the Production Team

## Accounting Director

- Uses quantitative analytical skills to account for total cost, gross sales, profit, and profit margin
- Uses high attention to detail in calculating the profit margin after half of the fundraising period; informs Sales Director of sales needed for the second half of the fundraising period to meet sales objectives
- Writes and submits an official report of the above to the Sales Director and Sponsor A Child Initiative UBC

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# Application Package for Executives

Please submit your application as a PDF file. File name: **School\_Position(FirstChoiceOnly)\_LastNameFirstName**.

## I. Personal information

Name:

Year:

School:

Number of hours you can commit per week:

## II. Executive Position (See the next page for the Job Descriptions)

Identify your top one or two position/s:

- |  |                        |
|--|------------------------|
| A. Sales Director                      | D. Creative Director   |
| B. Human Resources Director            | E. Operations Director |
| C. Marketing & Communications Director | F. Accounting Director |

**III. Why do you want to become an Executive? What makes you the best candidate for your chosen position/s?** Creative Director applicants may choose to attach their portfolio. (No minimum or maximum word count):

## IV. **Optional:** Answer one or two of the three questions:

1. As a team member, what significant contribution/s did you make to your team in a group project?
2. As a leader, how were you able to transform your team and ensure that the team delivered stellar results?
3. What experience has caused you to change your perspective on a particular issue? How has this had an impact on you?

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