

Carleton University Nigerian Students' Association

Events Coordinators

The Carleton University Nigerian Students Association is strongly committed to building a network of Nigerians both at Carleton and beyond. Through this network, it will seek to promote awareness of Nigerian issues. Furthermore, the Association, in collaboration with the larger African community, will work to promote social activism among Nigerians.

Responsibilities:

The Events Coordinators are responsible for the brainstorming, planning and management of all events the Carleton University Nigerian Students Association will be holding. They handle all plans, programming as well as controlling all rental matters for an event. Visits prospective venues for events, communicates with vendors and organises volunteers for events if necessary. They ensure the program proceeds as planned and in a timely manner. They will be in constant communication with the presidents and will consult them before any major decisions are made or any contracts signed.

Requirements:

- Undergraduate Carleton University Student
- Time management and organization skills are essential
- Ability to work well with others (including other members on the team and others in leadership roles)
- Experience with event planning, and the programming and successful coordination of events.

How to Apply:

Please submit a cover letter and resume that details your unique skills and experience. Please also include your availability for an interview between September 21st - September 28th, 2023. Applicants can email their cover letter, resume, and availability to clubs@cusaonline.ca with the subject line: Carleton University Nigerian Students' Association President.

Applications will close at 4:00 pm on September 28th, 2023.