



IFSA-UBC

Executive Hiring 2023-2024

<https://ifsa.forestry.ubc.ca/>

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HELLO !

WHO ARE WE ?

The International Forestry Students' Association is one of the largest **international networks** of students in forestry and related sciences. IFSA is a globally organized and locally operating students' organization connecting forest and related science students to their peers and forest related organizations and policy platforms.

The local IFSA UBC committee was **established in 2011** by passionate and inspired UBC students who had attended the 39th IFSS (International Forestry Students' Symposium) in Finland. IFSA UBC regularly organizes community events and activities that highlight **international and local forestry concerns** and we collaborate with the rest of the Faculty of Forestry to promote a greater sense of community.



Our Vision

IFSA's vision of **“a world that appreciates forests”** describes the dream of having all the people and societies on the earth recognize the full worth of forests and fully understand forests, grasping their implications and being grateful for their multi-fold contributions to humanity.

Forests may be understood in different ways and appreciated for different reasons. At IFSA we value the importance that forests represent for all of our members — **the social, environmental, and economic values that are the pillars of sustainability**. Appreciating forests for their provisions of natural beauty, timber, shade, water purification, non-wood forest products, habitat, biodiversity, recreation, carbon sequestration, energy and much more, IFSA members are realizing this vision.

Our Mission

To enrich our members' education through international events, networking and intercultural exchange.



Opening Hiring Position

VP Finance

VP Media

VP Logistics

VP Administration

VP Internal

VP External

VP Relationship





Join Us!

Application Link

https://docs.google.com/forms/d/e/1FAIpQLScSTrJ9BS7-K_3O4i76UVVRWAwFhnRBM_VEWDZ-nhSuBXstnQ/viewform?usp=sf_link

VICE PRESIDENT FINANCE

Responsibilities

- Must create a budget for the year based on previous years expenses and it must get approval by the President
- Responsible for the IFSA-UBC Square account, Showpass account and credit card.
- Process and reconcile purchases, requisitions, invoices, and reimbursements Act as the main liaison between the IFSA-UBC and Faculty of Forestry
- Must train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their roles effectively.
- Responsible for any other tasks delegated to them by the President

Qualifications

- Friendly, outgoing, diplomatic, and professional
- Strong problem-solving and conflict management skills
- Organized budgeting skills
- Experience with Microsoft Excel and Finance/Budgeting is an asset
- Must embody IFSA-UBC positive and energetic team culture while being a terrific team player

Time Commitment: 5-6 hours per week

VICE PRESIDENT MEDIA

Responsibilities

- Design and create graphical and visual content and promotional materials including all social media graphics, posters, banners, etc.
- Design and create seminars and competition materials (e.g. delegate handbook, nametags, photobooth designs, etc.)
- Manage IFSA-UBC social media include ins, twitter and Instagram
- Assist in communication with printing companies to ensure that all materials are accurately and professionally printed
- Responsible for any other tasks delegated to them by the President

Qualifications

- Exemplary attention to detail while working under pressure or time constraints Experience with and/or proficiency in graphic design and Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.) with videography an asset
- Be able to think outside of the box and bring innovative ideas to the table
- Strong organizational and time management skills for deadlines
- Anticipated Learning Outcomes

Time Commitment: 5-6 hours per week

VICE PRESIDENT LOGISTICS

Responsibilities

- Planning and executing the academic seminars and the organization of the technical, procedural and catering of events at the event's venues
- Spearheads the planning and execution of the Monthly Academic Seminars and competitions, including securing pre-conference workshop venues
- Organizes venue for the seminars and competitions
Handles all logistical details of each pre-conference event and the actual conference itself
- Liase with the Internal & Finance portfolio regarding budget
- Responsible for any other tasks delegated to them by the President

Qualifications

- Must have exemplary time management, analytical and organizational skills
- Must be comfortable with negotiating contracts
- Experience with Microsoft Excel is an asset
- A diplomatic and professional demeanor as well as the ability to work under pressure is essential
- Must embody IFSA-UBC positive and energetic team culture while being a terrific team player

Time Commitment: 5-6 hours per week

VICE PRESIDENT ADMINISTRATIONS

Responsibilities

- Work closely with Executive Vice President and take initiative to assist other portfolios
- Record meeting minutes in weekly portfolio updates and note actionable items
- Promote cross-portfolio communication with consistent announcements
- Collaborate with VP Media & VP Internal to create team events
- Make notes of IFSA-UBC weekly executive team meetings
- Responsible for any other tasks delegated to them by the President

Qualifications

- Friendly, outgoing, diplomatic, and professional
- Strong problem-solving and conflict management skills
- A self-motivated people person who is organized, takes initiative, and has excellent communication skills
- Comfortable working with various deadlines, projects, and portfolios at once
- Previous leadership and mentorship experience is an asset
- Must embody IFSA-UBC positive and energetic team culture while being a terrific team player

Time Commitment: 5-6 hours per week

VICE PRESIDENT INTERNAL

Responsibilities

- Responsible for all communications and meetings with parties within the Faculty of Forestry
- Must facilitate meetings with the Forestry Professors and other executive people according to an agreed schedule
- Responsible for any other tasks delegated by the President

Qualifications

- Passionate about empowering high school students and the Ennovate program Takes initiative and is willing to implement new, creative ideas
- Excellent relationship building skills, able to build professional relationships with key stakeholders and reach out to industry professionals and sponsors
- Ability to take initiative in an independent setting as well as in a team setting Excellent written and verbal communication skills

Time Commitment: 5-6 hours per week

VICE PRESIDENT EXTERNAL

Responsibilities

- Oversee all outreach activities such as contacting local businesses and corporations for sponsorships, food and any other resources for general team meetings, smaller events, and Competitions
- Reach out to prospective industry professionals to fill in the needs of Seminar speakers, judges, keynote speakers and more for final competition or other events months in advance
- Work closely with the Technology Manager to leverage the website to secure external partnerships and provide key program information
- Responsible for any other tasks delegated to them by the President

Qualifications

- Passionate about international forestry communication and program Takes initiative and is willing to implement new, creative ideas
- Excellent relationship building skills, able to build professional relationships with key stakeholders and reach out to industry professionals and sponsors
- Ability to take initiative in an independent setting as well as in a team setting Excellent written and verbal communication skills

Time Commitment: 5-6 hours per week

VICE PRESIDENT RELATIONS

Responsibilities

- Organizing and strategizing appropriate prize packages for monthly academic seminars and competition
- Search for potential cooperation partners to organize events together
- Create sustainable professional relationships between contacted organizations and IFSA-UBC
- Responsible for any other tasks delegated to them by the President

Qualifications

- A self-motivator who has exceptional time management skills and is able to meet team deadlines and goals
- Exceptional written and spoken communication skills and is comfortable speaking to professionals
- Outgoing, diplomatic, and professional
- Must embody IFSA-UBC positive and energetic team culture while being a terrific team player

Time Commitment: 5-6 hours per week



**Waiting
For
You !**





IFSA-UBC

2023/2024

