United Nations Sustainable Development Goals Youth Training

**United Nations Sustainable Development Goals Youth Training Student Committee**
Volunteer Opportunity: August 1, 2017 – November 18, 2017

My involvement opportunity ID: 4067
“Sustainable Development Event - Student Planning Committee”

**DESCRIPTION**
The United Nations Sustainable Development Goals Youth Training (UNSDGYT) is a one-day event, conference style, for SFU students and youth in the community held in the first week of November. The student members of the UNSDGYT planning committee will take the lead on organizing and implementing the event. With full support from SFU staff and faculty members, the student committee is responsible for shaping the vision for the training day. This involves recruiting presenters and volunteers as well as determining the structure of the day and promoting the event.

**TIME COMMITMENT**
*Loose timeline*
August 1 – September 1, 2017
- 2-4 hour training session (TBD)
- 1.5-2 hour meetings every other week (times and dates TBD depending on other members’ availability)

September – November, 2017
- 1 hour meetings every month with SFU staff and faculty (time TBD, one or two committee representatives needed)
- Additional work from home (approx. 2-3 hours a week)
- Meet as often as necessary leading up to the event
- Attend event day
- Compile an evaluation report and make recommendations

**BENEFITS**
- Training on a range of communication and event planning skills
- Will be paired with a mentor (SFU staff/faculty member)
- Letters of reference (upon request) for team members who demonstrate commitment, responsibility, and perform the requirements of the position
- Gain valuable leadership experience
- Opportunity to meet and work with other students
- Opportunity for significant personal and skill development
- Participation tracked and recorded on SFU’s co-curricular record, myInvolvement
- Honorarium may be rewarded, to be determined
POSITIONS AVAILABLE
Collectively, all members of the student committee will plan, coordinate, and schedule the event together. *More than one coordinator may fill the positions below.*

**Event Coordinator**
The Event Coordinator will be mainly responsible for (but not limited to) taking the lead on the schedule, determining facilities, audio-visual needs, spacing needs, timeline for the event, identifying resources needed. The Event Coordinator will liaise with appropriate SFU units to ensure logistical needs are met for the event. The Event Coordinator will also take the lead in shaping the event’s program along with the Program Coordinator.

**Marketing Coordinator**
The Marketing Coordinator will be mainly responsible for (but not limited to) both digital and print promotional and marketing activities including social media and community outreach. This position may require some design skills.

**Information Coordinator**
The Information Coordinator will be mainly responsible for (but not limited to) taking the lead and ensuring clear communication between committee members. The Information Coordinator will document committee progress, meeting minutes, establish committee timelines, establish agendas for meetings, chair the meetings, and assign follow up action items. The Information Coordinator will also maintain budget, expenses, and retain and organize receipts.

**Program Coordinator**
The Program Coordinator will be mainly responsible for (but not limited to) recruiting speakers (including keynote speaker), following up with speakers on presentation content, communicating with speakers about the details of the event, ensuring speakers have all materials and information needed to deliver their presentation/workshop. The Program Coordinator will also compile and send feedback to the presenters after the event. The Program Coordinator will also take the lead in shaping the event’s program along with the Event Coordinator.

**Volunteer Coordinator**
The Volunteer Coordinator will be mainly responsible for (but not limited to) recruit, train, engage, and manage student volunteers who will assist with the event day. The Volunteer Coordinator will also take the lead to recruit student volunteers to support the core team during the planning and organizing process.

**Sponsorship Coordinator**
The Sponsorship Coordinator will be mainly responsible for (but not limited to) searching for additional funding through grants and sponsorships from local organizations. The Sponsorship Coordinator will prepare the sponsorship package for the event and be the main contact with all sponsors for the event.
United Nations Sustainable Development Goals Youth Training

REQUIREMENTS
- Experienced team player
- Highly organized, excellent time management skills
- Demonstrated ability to be prompt, on-time, and sustain a long-term commitment
- Ability to work well with a diverse group of people
- Must be in good academic standing (min 2.5 GPA)
- Must be reliable and responsible
- Must be able to commit at least 2-3 hours a week

YOUR APPLICATION
Tell us…
(1) Which position(s) you are applying for
(2) Why is sustainable development important to you?
(3) What motivated you to apply for this role?
(4) What makes you the ideal candidate?
(5) Your resume with any relevant experience

Apply through myinvolvement
myinvolvement.sfu.ca/home.htm
(1) Log into myInvolvement by clicking on Students (top red menu). Log in with your SFU Computing ID and password
(2) Click Opportunities (top red menu)
(3) Make sure you are in the tab “Getting Involved” you should be able to see a list of Current Opportunities, and amongst these, United Nations SDG Student Committee postings
(4) You can also click on Postings (right of Current Opportunities) and do a keyword search. Search “SDG” to see a list of our positions

Apply through email
Email your application with the information listed below to Alison at alison_chan@sfu.ca
(1) Email subject: SDG, [POSITION(S)], [YOUR FIRST AND LAST NAME]
(2) Include your SFU ID and student number
(3) Please submit your application by July 17th, 2017 11:59PM PST
About the event
As a part of Canada’s 150th celebration, SFU is hosting United Nations Sustainable Development Goals Youth Training Canada. The Sustainable Development Goals training aims to provide youth with knowledge about sustainable development, peer to peer collaboration, learning about practical actions and best practices, and more.

United Nation's 17 Sustainable Development Goals (SDGs) cover the 3 dimensions of sustainable development: economic growth, social inclusion, environment protection. It aims to help facilitate a more accessible and inclusive conversation about global topics and engage youth with the power to be at the forefront of making these goals a reality now and in the future.