PROGRAM COORDINATOR - SFU INVENT THE FUTURE 2019
http://www.sfu.ca/computing/inventthefuture/

The SFU School of Computing Science and Faculty of Applied Sciences are entering the 2nd year of an exciting on-campus summer program for 32 Gr. 10/11 girls, sponsored by AI4ALL. This initiative aims to inspire Canadian young women to explore the cutting-edge field of artificial intelligence, dispelling stereotypes and creating a strong support network.

We are seeking a multi-talented Program Coordinator to ensure the success of our second year of INVENT THE FUTURE 2019, along with the support of the Program Director, Angelica Lim, the Program Coordinator from 2018, the AI4ALL team in California and experience of partner universities such as Stanford. The 2019 program will run Monday to Friday from 9:00am to 5:30pm, from July 15 - 26.

A full responsibilities list is detailed on the next page.

The ideal candidate would be able to work the following hours:
- Part-time: 10-25 hours per week from ASAP - July 12
- Full-time: 40 hours per week from July 15 - July 31

Salary will range between $23/hr - $28/hr, depending on experience. Interested applicants should send a cover letter + resume to Angelica Lim at angelica@sfu.ca
RESPONSIBILITIES

As the Program Coordinator, you will be the point person behind INVENT THE FUTURE 2019, happening July 15-26th, 2019. You have experience organizing youth camps, events, educational programs, and/or outreach initiatives. You are mature, responsible, organized, and an excellent communicator.

The Program Coordinator:

Ensures that all the operational needs of the program are met, and handle first-level student and parent communications. You will also ensure that marketing plans, admissions processes, student communications, daily schedules, and other operational needs are all carried out.

Other responsibilities:

- Maintains a budget along with Program Director, requesting quotes for meal plans, classroom reservations, and equipment
- Maintains the Invent the Future website and markets the program to high schools for participant recruiting
- Handles all communication with schools, parents, applicants and teachers, e.g.: resolving student questions, sending reminders to program participants, collecting completed student forms, and sending a welcome email and information/waiver packet
- Organizes the Application Review Committee for application reviews
- Manages student enrollment by sending out acceptance letters, collecting the required documentation and tuition, managing the wait list
- Handles all logistics of the program, including transportation for field trips, guest speaker hotel bookings, room bookings, equipment rentals, catering, organizing swag
- Works with Lead Instructor to ensure that lessons match the goal of the program
- Ensures classroom supplies for lectures with Lead Instructor
- Manages a small team of student volunteers, including their scheduling, training and honorariums
- Maintains social media channels
- Plans the Student Showcase (promotion, catering, invitations, agenda)
- Puts together sponsorship packages for sponsors as well as follow-up reports for program funders and AI4All
- Communicates with AI4All about branding, evaluations, and other program logistics