

## CEA Volunteer Positions

### Description

The [55<sup>th</sup> annual Canadian Economics Association \(CEA\) Conference](#) hosted by SFU's Department of Economics will be held online June 3<sup>rd</sup> - 5<sup>th</sup>, 2021. Every year, the conference attracts over 1000 delegates in attendance and this year will be no exception. The CEA Volunteers will help to facilitate Breakout Sessions and direct attendees to the appropriate resource. There are up to 25 positions available.

### Qualifications

- Strong interpersonal skills
- Ability to work independently as well as part of a diverse team
- Comfortable with learning/using video conferencing technology – Hopin and Zoom (Training will be provided)
- Access to a reliable internet connection, microphone and web camera
- Reliable and responsible with ability to exercise sound judgment
- Superior organizational and time management skills
- Available on conference days and orientation days during Vancouver PDT time (see dates below)

### Responsibilities

- Facilitate Breakout Sessions by welcoming speakers/attendees
- Assist conference attendees with questions such as event schedules, speaker information, and basic technical difficulties
- Recognize problems that will need input from conference organizers and direct it to the attention of the appropriate person in charge
- Other duties as assigned

**All volunteers must be available on the following days (Vancouver PDT):**

Orientation and Training:

- TBA

Conference (15 minutes before and during the following time slots):

- Thursday, June 3: 8:00 am – 5:30 pm
- Friday, June 4: 8:00 am – 5:30 pm
- Saturday, June 5: 8:00 am – 1:30 pm

**Applications are due on April 20, 2021. To apply, please send a resume to Azam Bhatti ([azam\\_bhatti@sfu.ca](mailto:azam_bhatti@sfu.ca)) or Carmen Chin ([econcomm@sfu.ca](mailto:econcomm@sfu.ca)).**

## **Incentives and Benefits**

As a volunteer at the CEA 2021 conference, you will gain the following:

- Volunteer experience which you can add to your resume
- A letter signed by the Associate Chair, SFU Department of Economics confirming your participation in the conference as a volunteer
- A reference that you can use to verify your participation
- SFU Economics t-shirt and misc. swag
- \$25 SFU Bookstore gift card