

## Job Posting

Come work with us! We're looking for a Student and Campus Club Coordinator who has a demonstrated record of operational excellence, a passion for youth and STEAM, and exceptional communication and organizational skills.

As Canada's leading STEAM and Entrepreneurship-based program for high school students, Shad Canada is looking to hire a Student and Campus Club Coordinator to add to our growing team. Based in Waterloo, this full-time position will provide support to Shad Campus Clubs as well as manage operational effectiveness with Shad program application and registration cycles.

### About Us

Shad is on a mission to empower exceptional youth to make the world a better place. We have over four decades of success delivering life-changing and transformational programs to over 22,000 alumni with our 21 postsecondary campus partners and counting. Our programs are known for finding remarkable students, with varying life experiences who are engaged and passionate about making a difference in their communities and beyond.

### About the Role

You will provide support and resources to ensure the successful coordination of our new Shad Campus Clubs at postsecondary institutions across the country. You will also coordinate operational effectiveness with Shad program(s) application processes, managing data, communications and analytics.

### Specific responsibilities will include:

- Support Shad Campus Club Leaders with the coordination and tracking of Shad Campus Club activities
- Coordinate program application and registration cycles
- Develop and manage effective program communications
- Be point of contact for program inquiries
- Be accountable for tracking and reporting of Shad program participation and analytics
- Collaborate with Shad Canada team members to achieve organizational objectives





## Student & Campus Club Coordinator

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### Things You Bring

- A passion for helping young people along their learning journey
- Outstanding customer service skills
- Demonstrated administrative excellence
- Intermediate knowledge using platforms and management software systems such as Google G Suite, Microsoft365, Zengine. Knowledge of Salesforce or other CRMs is considered an asset
- A proven communicator, clear and concise both in written and oral formats
- Experience in data collection, management and analysis
- Professional, friendly, and team-first approach to taking on new challenges

For most of the year, this role will have regular business hours (37.5 hours/week). During the month of July, this role may require additional flexibility to support the delivery of Shad programs. Shad Canada offers a comprehensive compensation package.

Shad Canada values the diverse and intersecting identities of its participants and team members. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

**Interested applicants should apply to [hr@shad.ca](mailto:hr@shad.ca) by February 2nd, 2024. Please include a cover letter along with your CV and the position title in the Subject Line.**

We thank all applicants but only those selected for an interview will be contacted.

