

# Queen's WE\*

## Executive application 2017-2018

**\*Formerly Queen's Free the Children**

*Executive Applications are due September 15<sup>th</sup>, 2017 at 11:59PM. Applications must be emailed to [queenswemovement@gmail.com](mailto:queenswemovement@gmail.com).*

- **Internal Relations Director**

+ 3-4 hours a week

The Internal Relations Director will be responsible for fostering relationships within the QWE family, including co-chairs, directors, coordinators, and interns. From weekly team meeting exercises to informal social events, you will be planning, developing, and executing all social endeavors. Additionally, you will be in charge of addressing and helping to resolve any conflicts that arise between members of the team. Finally, internal relations directors will help with the organization and planning of lower-scaled events throughout the year (ex. fundraising nights at the Brass, lineskip at Stages, etc.)

Candidates must demonstrate strong teamwork, interpersonal, conflict resolution and communication skills.

- **Events Director**

+ 5-6 hours/week, increases closer to events

The Event Directors will assume the responsibility for QWE's major events throughout the year (WE Have Talent, St. Patty's Auction, Homecoming Auction, Brass Night, as well as a new winter event). They will work in teams to book venues, enlist speakers/performers, recruit volunteers, and delegate tasks as needed. A candidate that demonstrates creativity, qualities of a team player, and strong time management and organizational skills will fill this position. All Directors will assist with each event.

- **Fundraising & Sponsorship Director**

+ 5-6 hours/week

The Fundraising & Sponsorship Director will be responsible for writing proposals for the various grants available through Queen's University, approaching and soliciting corporate donations and event sponsorship, as well as continually seeking out additional creative sponsorship opportunities for QWE. The Fundraising & Sponsorship Director will work closely with the

Events Directors to maximize total fundraising achievements for each event, as well as plan new initiatives. They will also work closely with the Co-Chairs to develop a corporate donation package and events support package, as well as generic grant-writing templates to be use in years to come.

- **Campus & Community Outreach**

- Coordinator/Director**

- + 5-6 hours/week, increases closer to events**

- Campus & Community Outreach seeks to bridge the gap between the Kingston and Queen's communities by integrating WE initiatives that bring together the larger community; thus, giving back to the Kingston community. The Outreach program focuses on initiatives such as WE Scare hunger and WE are Silent that do not fit directly under other QWE subcommittees. One of Outreach's major objectives is integrating high school students, members of the Kingston and Queen's Communities and educating them on QWE's initiatives both locally and abroad. Beyond this, the outreach committee will be responsible for seeking partnerships with a variety of organizations both on and off campus, to foster community engagement and promote the interaction of students, professors, administration and members of the wider Kingston community. The committee will also host monthly general members meetings (with additional meetings before all events) and work to involve volunteers in all initiatives throughout the year. Finally, Outreach will focus on developing a stronger relationship between Queen's WE Executive Committee and the General Members through volunteer and social opportunities.

- **Fundraising & Sponsorship Intern**

- + 5-6 hours/week**

- The Fundraising & Sponsorship Director will assist the Fundraising and Sponsorship Directors in writing proposals for the various grants available through Queen's University, approaching and soliciting corporate donations and event sponsorship, as well as continually seeking out additional creative sponsorship opportunities for QWE. A candidate that demonstrates creativity, qualities of a team player, and strong time management and organizational skills will fill this position.

- **Marketing & Promotions Intern**

+ 3-4 hours/week

The Marketing and Promotions intern will assist the Marketing and Promotion Directors as well as the Graphics Director with the promotion of QWE on campus. Tasks include helping the directors come up with new and creative marketing strategies, updating the club's various social media platforms, designing posters and other materials, getting marketing materials printed and distributed around campus, and working with the rest of the club to ensure that all events are promoted effectively to the Queen's community. Being able to use advanced graphics software (Adobe Photoshop, Illustrator) is an advantage, but not required.

- **Conference Intern**

+ 3-4 hours/week, increases closer to events

QWE's annual Model We Day is a large-scale event and will require teamwork, strong organizational skills, and attention to detail. As a conference intern, you will assist the directors in booking speakers, organizing the day's logistics, and allocating subcommittee responsibility leading up to and during the day of the event. Candidates who demonstrate organizational ability, qualities of a team player, and strong leadership skills will fill these positions. This position demands dedicated individuals and knowledge of WE Charity and Me to We is recommended.

*If you have any questions about the aforementioned positions, please do not hesitate to contact Will Greene or Sam Allen at [queenswemovement@gmail.com](mailto:queenswemovement@gmail.com) before the application deadline*

## **APPLICATION INFORMATION**

### **Instructions:**

- Please submit your responses in PDF form
- Take note of all 4 parts of this application:
  - 1) Administrative Information
  - 2) General Application Questions
  - 3) Position-specific Questions
  - 4) Exchange Question (not mandatory)

- Take care to answer only the questions that are applicable to your personal circumstance (*i.e. only answer exchange questions if you are an exchange student or plan on going on exchange, only answer position-specific questions for the positions that you wish to apply for*)

## Submitting Your Application:

- Save the document as “Name of First Choice Position\_YourName.docx” (i.e. “Finance Director\_JohnSmith.docx”).
- Email your application to [queenswemovement@gmail.com](mailto:queenswemovement@gmail.com)

## Interview Process:

Depending on application numbers, all applicants **may not** be granted an interview. Should you be granted an interview, a Doodle Poll will be emailed on **September 16<sup>th</sup>**, where we kindly request you fill in a 15-minute interview timeslot between **September 17<sup>th</sup>** and **September 20<sup>th</sup>**. Application decisions will be made by **September 21<sup>st</sup>**.

## ADMINISTRATIVE INFORMATION

<b>Name:</b>	
<b>Year of Study (1<sup>st</sup> Year, 2<sup>nd</sup> Year, etc):</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Desired Position:</b>	
<b>If you are not selected for your desired positions, would you consider being hired for different positions? (Y/N)</b>	
<b>If yes to above, which position(s)? List up to two.</b>	
<b>Are you an exchange student?</b>	
<b>If yes, are you leaving after this semester? (Y/N)</b>	
<b>Are you going on exchange during the 2017-2018 academic year? If yes, which semester?</b>	

# GENERAL APPLICATION QUESTIONS

*ALL APPLICANTS ARE REQUIRED TO GIVE RESPONSES TO THESE QUESTIONS.*

- What inspired you to apply for an Executive position with Queen's Free the Children? (max. 150 words)
- If you had to title your own autobiography, what would the title be?

## POSITION SPECIFIC QUESTIONS

### Internal Relations Director

- What types of socials would you plan for the club to facilitate bonding among team members? (max. 200 words)
- An issue has arisen within the executive team. One of the events directors feels as though the workload for their event is not being distributed equally between their events team. This member confides in you to solve the problem. How exactly would you go about that without disrupting the dynamic of the executive committee? (max. 200 words)

### Events Director

- This position requires a balance between effective planning and strong communication between five other team members for event execution. Please share the qualities you possess that will allow you to excel in this position. (max. 150 words)
- Propose a QWE event that you would be interested in organizing this year. Keep in mind that events should aim to raise funds as well as awareness. Be creative and have fun! If you are familiar with events we have held in the past, please indicate which event you would be interested in working on, and propose ideas to improve and enhance this event from previous years. (max 350 words)

### Fundraising and Sponsorship Director

- Do you have previous experience or skills with fundraising, sponsorship procurement or grant/funding proposal writing? If so please explain. If not, what skills do you possess that will enable you to excel in this position? (max. 150 words)

- You really want to secure Panera as a sponsor for one of our QWE Events! How would you pitch QWE to the Panera team? (max. 150 words)

## Campus & Community Outreach Coordinator/Director

- You are attempting to reach out to high schools within the local Kingston community but are not getting the response your expected. How would you go about dealing with this and what types of initiatives would you put in place in order to make high school students aware of the event? (max. 200 words)
- QWE is looking to host a social for the delegates of our 2017-2018 Model We Day Conference. Not all delegates are quite of age and therefore, hosting the event at a local Kingston nightclub/bar is not inclusive to all our delegates. What kind of event would you plan in order to accommodate all delegates and how would you collaborate with other Executive team members on planning this event? (max. 300 words)

## Fundraising and Sponsorship Intern

- What skills do you possess that will enable you to excel in this position? (max. 150 words)
- You really want to secure Panera as a sponsor for one of our QWE Events! How would you pitch QWE to the Panera team? (max. 150 words)

## Marketing and Promotions Intern

- Do you have any background or skills in creating promotional materials, publications, or graphic design? Please describe. (max. 150 words)
- The Queen's community is constantly bombarded with student clubs and organizations trying to convey their unique messages. How would you promote QWE in ways that successfully differentiate our marketing campaign from the rest? (max. 150 words)

## Conference Intern

- This position requires a balance between effective planning and strong communication between directors and coordinators for event execution. Please share the qualities you possess that will allow you to excel in this position. (max. 150 words)

- Propose a workshop for this year's Model WE Day "Canada 150: Issues Hiding in Plain Sight". What would be the aim and desired outcome for delegates? Please provide as much detail as possible (max. 200 words)

## Exchange Applicants

***This question is only for those who are exchange students or are going on exchange.***

- If granted a position, how will you be able to fulfill your positional responsibilities while abroad? Please describe some of the steps you will take. (max. 200 words)

***Thank you for applying to be a part of our team!***