



Director of Business

At Women in Engineering, Science, and Technology

Number of Positions Available: 1

Tenure: August 5th, 2024 to August, 2025

Role Summary

The Director of Business is responsible for overseeing the business team, including the recruitment coordinators, social media coordinators, and events coordinators. The Director of Business works directly with these coordinators to set up all tasks and deadlines, and ensure the team goals set out for the business team are achieved.

Responsibilities

- Set all tasks, deadlines and timelines for the business team including the recruitment coordinators, social media coordinators and events coordinators
- Support the above coordinators in problem solving and idea generation
- Report business team updates to the WEST Director
- Collaborate with the WEST Director and other Executives to develop the Business Team goals
- Host weekly meetings with the business team to collect updates and discuss tasks for the upcoming week
- Assist with communication between the business team and projects team

Expectations

- Attend the WEST weekly meeting
- Host weekly business team meeting
- Answer slack messages within 48 hours on business days
- Work cohesively with with WEST Director to successfully lead the business team
- Provide weekly updates to the WEST Director
- This position is hybrid. Majority of the work can be done remotely, but you should be available in-person in Victoria as needed (primarily for events)

Qualifications

- You identify as female or women+
- You are a full-time or part-time student at The University of Victoria
- Strong leadership, project management, time management, collaboration and conflict management skills



- Minimum 1 year experience in one of the following areas
 - Social media, events, or recruitment
- Experience in social media or events
 - This may include planning and executing an event or developing social media content
 - Experience with booking venues and catering
 - Experience with social media content development and canva
- Experience leading other individuals or a teams

How to Apply

Please fill out this form to express interest in the Director of Business: [Interest Form](#)

If you have any questions, please email WEST at uvicwest.official@gmail.com.