

Shape Your World Society

City Coordinator Internship Information and Application

September 2016 to June 2017

We are currently inviting applications for the role of Assistant to the City Coordinator for each of the following cities, Langley and Abbotsford. We consider this to be an unpaid internship type of role where the chosen applicant works beside the City Coordinator, learning the job and helping as required so that the following year they can take that position and train a new intern. This will allow The Total Makeover Challenge to continue to grow and expand to more cities and for more women to be involved.

City Coordinator Position- The Intern will be assisting the Coordinator with these duties

Duties prior to start of the Challenge (approx. 5 hours per week from September 1st to December 31st)

- Set up and find sponsors
- Find meeting location
- Coordinate with Administrator for newspaper advertising etc
- Invite and confirm all guest speakers for the 16 weeks
- Market Challenge Dec 1 - Jan (find marketing opportunities etc)
- Read and organize all applications
- Process (or assist bookkeeper) payments for applications
- Organize Meet and Greet
- Build volunteer group to help plan and run the season

Duties During the Challenge (approx. 10 hours per week from January 1st to May 31st)

- Judge applicants and call all winners
- Set up email list on Mail chimp of top 30 and email them details
- Set up FB group for challengers and invite them
- Invite sponsors to FB sponsor group
- Coordinate with Web guy throughout the challenge with challenger info, sponsor logo's, etc
- Meet and Greet
- Organize weekly meetings including announcements, speakers etc
- Keep sponsors informed of opportunities, upcoming events, gifts and donations etc
- Organize Amazing Race
- Organize Cocktail Party
- Organize Apprentice Challenge
- Answer emails of challengers
- Organize Fashion Show including finding fashion show sponsors
- Keep expense reports of all events and weekly/monthly expenses
- Report at all Board meetings on challenge progress
- Coordinate with the newspaper throughout for voting week and challenger lists etc
- Work with volunteers throughout the challenge

Duties After the Challenge

- Organize all files and final expenses

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We appreciate you taking the time to fill out this application.
PLEASE PRINT CLEARLY. Thank you.

General Information

Name: _____ Email: _____

Home # _____ Cell # _____

Mailing Address: _____

Emergency Contact Details:

Name: _____ Relationship to you: _____ Contact #: _____

Current Occupation/Area of Study: _____

Special Training, Skills, Hobbies?

Groups, clubs, organizational memberships?

Please describe your prior experience with the Total Makeover Challenge (or similar events) and include dates of service.

What experiences have you had that may prepare you for this role?

How did you become interested in Shape Your World Society and what prompted you to be interested in this position?

When are you available to work? (weekdays, weekends, mornings, afternoons, evenings)?
Please be as specific as possible.

Skills and Abilities

Please indicate which skills and abilities you feel you are proficient in.

<input type="checkbox"/> Advertising	<input type="checkbox"/> Working Show Booths
<input type="checkbox"/> Computer skills	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Decorating	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Driving: I have a valid BC driver's license ____ class	<input type="checkbox"/>
<input type="checkbox"/> Internet research	<input type="checkbox"/> Phone-outs
<input type="checkbox"/> Photography	<input type="checkbox"/> Proposal Writing
<input type="checkbox"/> Publishing, newsletters, posters, etc.	<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Selling raffle / event tickets	<input type="checkbox"/> Volunteer Recruitment
<input type="checkbox"/> Soliciting sponsors / in-kind donations	<input type="checkbox"/>
<input type="checkbox"/> Speak other languages Please list: _____	<input type="checkbox"/>
<input type="checkbox"/> Special Events: Hostess	<input type="checkbox"/>
<input type="checkbox"/> Special Events: Organizing	<input type="checkbox"/>
<input type="checkbox"/> Training other volunteers	<input type="checkbox"/>
<input type="checkbox"/> Volunteer recruitment	<input type="checkbox"/>

Other (please specify): _____

References

Please provide two references. One may be a personal or social reference (**no family members**).

1) Name: _____ Relationship: _____

Daytime telephone number: _____

2) Name: _____ Relationship: _____

Daytime telephone number: _____

Please initial beside each statement:

_____ I understand that there is no financial remuneration for this internship and that based on my ability and suitability a decision will be made at the end of the internship to hire me for the following year as a paid staff member.

_____ I have read the job description and am willing to put in the hours that are required of me. (5 to 10 hours per week approx depending on the month)

_____ I am available for a minimum of 2 years including 1 year internship and 1 year as head city coordinator

Your signature gives the Hiring Committee permission to contact your references.

Signature

Date

Please scan/email your completed application to: jenny@shapeyourworldsociety.com