Start Date: 2021-05-03
End Date: 2021-08-16

Web developer and virtual events coordinator

Duration: Summer semester 2021, total 120 hours.

Salary: $2000

**Hours/week:** 8h.

Learning outcomes:
1. Web development.
2. Communication and interpersonal skills.
3. Market research, business development, marketing, and sales.

Description/Scope & responsibilities:

enuf is a new spin-off company from the "Waste Not, Want Not" student initiative. Our mission is to do whatever it takes to fix the waste crisis. The internship involves a great deal of entrepreneurial, lobbying, research, organization and coordination skills to build up the spin-off.

The main tasks are as follows:
1. Build *enuf*'s website.
2. Coordinate the organization of our virtual events such as our monthly live #CUcompost fireside chats.
   a. This includes close coordination with guests, and preparing event materials such as promotion posters, briefs and questions. This requires tolerance to a lot of emails.
3. Social media support:
   a. Flag interesting content.
   b. Increase visibility and reach:
      i. engaging with and sharing our content.
      ii. Inviting contacts when appropriate.
      iii. Be comfortable with being publicly visible and featured in our pictures and videos.
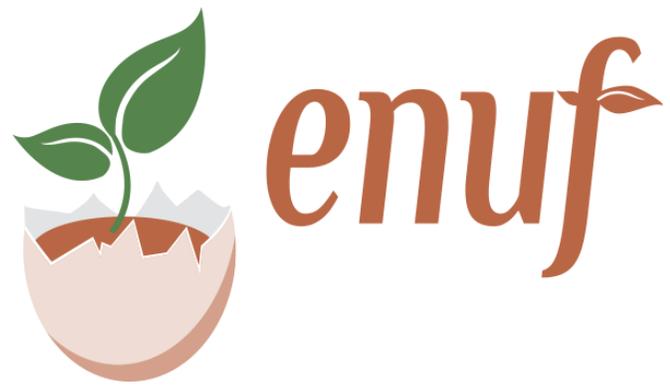
These activities will be collaboratively adjusted and prioritized throughout the internship depending on workload and conditions.

Remote work is perfectly acceptable and in fact encouraged given the pandemic. Candidates do not necessarily have to be in Montreal but must be allowed to work in Canada. We are determined to foster an inclusive and diverse work environment, and we encourage applications from all backgrounds including indigenous, racialized and/or marginalized communities.

Training and onboarding will be conducted in the first week of the internship. The intern is required to participate in weekly meetings, and will receive regular mentorship, professional development and support. We also appreciate regular exchange of feedback so that we can continuously improve.

Essential Requirements:

- Proficiency in HTML, JAVA and Word Press.
- Highly organized and has strong attention to detail.
- Excellent communication skills in English and French.
- Autonomous.
- Time flexibility.
- Ability to work well in a fast-paced team environment and can tolerate chaotic communication and short notices.

Assets:

- Experience working with StreamYard and Canva.
- Involvement with the Montreal community.
- Experience in educational and awareness work
- Knowledge in waste management and the composting processes.

Supervisors

Keroles Riad (CEO & CCO), and Ribal Abi Raad (CFO)

Apply: Please email your CV, cover letter and portfolio (examples of previous websites), to ILoveCompost@Concordia.ca by April 16th.