



**WESTERN
ENVIRONMENTAL
BUSINESS**

2021/2022 RECRUITMENT PACKAGE

Help lead Western Universities first environmental business club

✉ environmentalbusiness.club@westernusc.ca

WHAT IS WEB?

Our Mandate: With the climate crisis impacting more and more individuals on a global scale, Western Environmental Business fosters a future generation of environmentally conscious *business leaders* and *changemakers*. Through our carefully curated programming of workshops to case comps, WEB strives to educate students on the intersections of business and sustainability. Students are encouraged to join as general members regardless of skill level or faculty.

COMPANIES WE'VE WORKED WITH WITHIN ONE YEAR:



PORTFOLIOS THAT ARE HIRING:

- Communications Director
- Newsletter Director
- Development Director
- Finance Director

APPLICATION TIMELINE



RELEASE DATE

DUE DATE



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ROLE: NEWSLETTER DIRECTOR

RELEASE DATE: September 8, 2021

DUE DATE: October 8, 2021

POSITIONS AVAILABLE: Two

CORE RESPONSIBILITIES:

- Enthusiastic team player looking to grow WEB as a club, community, and mission.
- Competent in article writing and publishing (writing proficiency and media/editing proficiency)
- Writing a monthly 1-page newsletter which will comprise of an interview conducted by the VP's of Affairs/Events.
- Writers will have to extract informative and educational quotes to put together an entertaining newsletter article that would be appealing to readers.
- In addition to the interview, background research will be conducted on the interviewee to help put together high-quality media.
- Directors will work under the VP of events for advice, feedback, and approval of drafts.
- Work under the Events portfolio however will work in close liaison with Communications and Affairs
- Expect to put forward 3-5 hours per week to this commitment

Best of luck.

WEB EXECUTIVE TEAM



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ROLE: COMMUNICATIONS DIRECTOR

RELEASE DATE: September 8, 2021

DUE DATE: October 8, 2021

POSITIONS AVAILABLE: Two

ABOUT COMMUNICATIONS

- The Development Portfolio is responsible for creating and developing various of pieces of media for different sections of WEB along with posting and curating engagement on social media.

WHAT WOULD A DIRECTOR DO?

- Utilize media creation platforms such as photoshop, premiere and canva to develop graphics to be used in pieces of media within WEB
- Partially looking for WEB related content to post on a weekly or bi-weekly basis.
- This may take form in securing event sponsors, client acquisition & outreach, and ad hoc tasks assigned by VPs.

TIME COMMITMENT

- A Director of Communications should expect to put forward 2-5 hours per week towards this commitment along with attending weekly or bi-weekly meetings

QUALIFICATIONS

- Previous experience or knowledge in any digital media platforms such as photoshop and premiere are an asset but NO prior experience is required/expected

QUESTIONS?

Please direct any questions you may have about this application to mdirito@uwo.ca or rzhan496@uwo.ca. For general WEB inquiries, Please reach out to our President at lcogan2@uwo.ca.

Best of luck.

WEB EXECUTIVE TEAM



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ROLE: DEVELOPMENT DIRECTOR

RELEASE DATE: September 8, 2021

DUE DATE: October 8, 2021

POSITIONS AVAILABLE: Two

ABOUT DEVELOPMENT

- The Development Portfolio is responsible for the Sustainability Consulting Case Competition. Through our portfolio, club members gain more experience in consulting and develop problem-solving skills.

WHAT WOULD A DIRECTOR DO?

- A Director of Development at WEB's role takes form through two pillars of ideation and execution.
- They are expected to work diligently towards creating and operating a successful sustainability consulting case competition.
- This may take form in securing event sponsors, client acquisition & outreach, and ad hoc tasks assigned by VPs.

TIME COMMITMENT

- A Director of Development would dedicate (on average) 3-4 hours per week to work with the team.

QUALIFICATIONS

- Communication skills, delegation skills, and problem-solving skills are assets we are looking for in a strong candidate.

QUESTIONS?

Please direct any questions you may have about this application to mkim823@uwo.ca or david.zou.advent@gmail.com. For general WEB inquiries, Please reach out to our President at lcogan2@uwo.ca.

Best of luck.

WEB EXECUTIVE TEAM



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ROLE: FINANCE DIRECTOR

RELEASE DATE: September 8, 2021

DUE DATE: October 8, 2021

POSITIONS AVAILABLE: One

ABOUT FINANCE

- The Finance Portfolio ensures WEB can put planned events and goals into action with adequate funding. We secure grants and reach out to local businesses for potential sponsors or donations, establishing WEB in with long-term financial support and connections.

WHAT WOULD A DIRECTOR DO?

- A finance director would be responsible for assisting the VPs of Finance with searching and applying for grant funding and communicating with other WEB Portfolios about their funding needs. A director will also be responsible for managing financial aspects before and after club events.

TIME COMMITMENT

- A Director of Finance would dedicate (on average) 1.5 hours per week to work with the team. Hours may fluctuate as we approach planned events throughout the year. Please note that this position will sometimes assist other Portfolios when there is more demand there than for the Finance Portfolio.

QUALIFICATIONS

- While we do not require any formal qualifications for the role, a successful candidate will be able to work effectively on independent tasks and will have strong oral and written communication skills. A working knowledge of Excel and of grant writing is an asset.

QUESTIONS?

Please direct any questions you may have about this application to ecolema7@uwo.ca or dyanoshi@uwo.ca. For general WEB inquiries, Please reach out to our President at lcogan2@uwo.ca.

Best of luck.

WEB EXECUTIVE TEAM



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ROLE: AFFAIRS DIRECTOR

RELEASE DATE: September 8, 2021

DUE DATE: October 8, 2021

POSITIONS AVAILABLE: Two

ABOUT FINANCE

- The Affairs Portfolio is responsible for finding and developing ways to connect with the Western student body. Club outreach and generating interest are central to the position. We hope to attract members, rather than growing our club exclusively through promotion.

WHAT WOULD A DIRECTOR DO?

- A Director of Affairs at WEB would be responsible for recruiting new members and generating interest amongst the general community.

TIME COMMITMENT

- A Director of Affairs would dedicate (on average) 3 hours per week to work with the team. Hours may fluctuate throughout the year. Please note that this position will sometimes assist other portfolios

QUALIFICATIONS

- While we do not require any formal qualifications for the role, a successful candidate will be personable, work well in a team and will be an effective communicator. Any prior experience in affairs, marketing or outreach can be considered an asset.

QUESTIONS?

Please direct any questions you may have about this application to cwong833@uwo.ca or smarkaro@uwo.ca. For general WEB inquiries, Please reach out to our President at lcogan2@uwo.ca.

Best of luck.

WEB EXECUTIVE TEAM