



SDG Student Hub
Seneca College

Senior SDG Coordinator - Seneca College

SDG Student Hub Seneca, as a member of the Sustainable Development Solutions Network (SDSN), is looking to appoint a SDSN Campus Coordinator for the 2021-2022 academic year. The Coordinator will assist in Sustainable Development Goal (SDG)-related research and outreach activities with the Seneca student body. The purpose of this position is to raise student awareness of the SDGs at Seneca College.

Responsibilities:

- SDG Student Hub: Setup, manage and facilitate an SDG Student Hub at Seneca that will bring together students interested in acting on the Sustainable Development Goals (SDGs)
- This will include student recruitment, promotion, engagement and organizing regular hub meetings
- The goal of the Hub is to connect existing student groups in order to engage and educate students on the SDGs and to develop solutions-oriented events
- All SDG Coordinators will complete a 2-month online training course before commencing their role under the SDG Students Program
- Main person of contact between SDSN Youth, Hub and Seneca
- This is a NON-paid position; the Hub is funded by the Seneca Student Federation (SSF)
- Applicants must be SDG Student Hub Members



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Required skills/experience:

- Must be between the ages of 18-30
- Need to be registered as a student of Seneca for at least a 12-month period from the start date (August - September 2021), and ideally for a 24-month period.
- Must be able to commit 10-12 hours per week
- Previous professional or volunteer work experience, ideally in campaigning, community mobilization, project coordination, event management or stakeholder engagement is an asset
- Experience in academic literature searchers, databases and/or working with large datasets is desirable
- Have a strong interest in sustainable development and the mission of the SDSN and the SDGs
- A strong communicator and an organized and efficient team leader
- Programming experience would be an asset
- Promote productivity and quality standards, while maintaining workplace harmony
- Outstanding communication skills to partner and liaise with various departments on campus
- Exceptional command of the English language, both written and verbal
- Demonstrated ability to work both independently and collaboratively within a team environment in a busy, deadline-oriented workplace



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A short list of up to 4 candidates will be selected to apply for the position via the SDSN Youth who will make the final decision on hiring. Please submit a cover letter, C.V. and unofficial transcript. Your cover letter should be a maximum of 1-page.

Please be sure to address the following questions:

- Why are you interested in sustainable development?
- What skills and experiences have you acquired that makes you an ideal candidate for this role?
- What is your current level of campus involvement?

To apply, please submit all the requirements above to the SDG Student Hub Community Officer; srandhawa17@myseneca.ca with "Senior SDG Coordinator" as the subject line. The deadline to apply is April 20th, 2021, and virtual interviews will be held following the close date.

About SDSN Youth

SDSN Youth is a network of 650+ member organizations from more than 85 countries. It was launched in 2015 to empower youth globally to create sustainable development solutions. SDSN Youth has more than 140 core team members (staff, volunteer and interns) working in more than 30 different countries across 20 regional/national networks. In addition to regional/national projects, SDSN Youth team also leads global initiatives and programs including the Local Pathways Fellowship, the Youth Solutions Report, the Global Schools Program, Arts Twenty Thirty, Youth, Peace & Security, the #KnowYourGoals campaign and other projects.



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Junior SDG Coordinator - Seneca College

SDG Student Hub Seneca, as a member of the Sustainable Development Solutions Network (SDSN), is looking to appoint a SDSN Campus Coordinator for the 2021-2022 academic year. The Coordinator will assist in Sustainable Development Goal (SDG)-related research and outreach activities with the Seneca student body. The purpose of this position is to raise student awareness of the SDGs at Seneca College.

Responsibilities:

- SDG Student Hub: Setup, manage and facilitate an SDG Student Hub at Seneca that will bring together students interested in acting on the Sustainable Development Goals (SDGs)
- This will include student recruitment, promotion, engagement and organizing regular hub meetings
- The goal of the Hub is to connect existing student groups in order to engage and educate students on the SDGs and to develop solutions-oriented events
- All SDG Coordinators will complete a 2-month online training course before commencing their role under the SDG Students Program
- This is a NON-paid position; the Hub is funded by the Seneca Student Federation (SSF)
- Applicants must be SDG Student Hub Members



SDG Student Hub
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Required skills/experience:

- Must be between the ages of 18-30
- Need to be registered as a student of Seneca for at least a 12-month period from the start date (August - September 2021), and ideally for a 24-month period.
- Must be able to commit 10-12 hours per week
- Develop, implement, and monitor weekly agendas, goals, and progress with the Senior SDG Coordinator
- Uphold the hub's and SSF policies and standards, ensuring regulations are followed
- Submit all proposed activities, along with budgetary information where applicable for review and discussion for final approval by Senior SDG Coordinator and then SSF
- Previous professional or volunteer work experience is an asset
- Experience in academic literature searchers, databases and/or working with large datasets is desirable
- Have a strong interest in sustainable development and the mission of the SDSN and the SDGs
- A strong communicator and an organized and efficient team leader
- Programming experience would be an asset
- Outstanding communication skills to partner and liaise with various departments on campus
- Exceptional command of the English language, both written and verbal



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A short list of up to 4 candidates will be selected to apply for the position via the SDSN Youth who will make the final decision on hiring. Please submit a cover letter, C.V. and unofficial transcript. Your cover letter should be a maximum of 1-page.

Please be sure to address the following questions:

- Why are you interested in sustainable development?
- What skills and experiences have you acquired that makes you an ideal candidate for this role?
- What is your current level of campus involvement?

To apply, please submit all the requirements above to the SDG Student Hub Community Officer; srandhawa17@myseneca.ca with “Junior SDG Coordinator” as the subject line. The deadline to apply is April 20th, 2021, and virtual interviews will be held following the close date.

About SDSN Youth

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SDG Student Hub Seneca, as a member of the Sustainable Development Solutions Network (SDSN), is looking to appoint a Treasurer for the 2021-2022 academic year. The Treasurer will assist in Sustainable Development Goal (SDG)-related research and outreach activities with the Seneca student body. The purpose of this position to assist Senior and Junior SDG Coordinators raising student awareness of the SDGs at Seneca College.

Responsibilities:

- Create a budget with the available funding, and submit for approval to Senior and Junior SDG Coordinators, then to SSF for final approval
- Submit all budgetary information where applicable for review and discussion for final approval by Senior and Junior SDG Coordinator and then SSF
- Update budget sheet and analyze ROI on events which utilized funding
- Responsible for reviewing the hubs By-Laws and policies
- Keep record of all documents distributed by the hub
- Help plan and create events on SSF club site for SSF approval
- Maintain communication between SSF and SDG Student hub
- This is a NON-paid position; the Hub is funded by the Seneca Student Federation (SSF)
- Applicants must be SDG Student Hub Members



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Required skills/experience:

- Need to be registered as a student of Seneca for at least a 12-month period from the start date (August - September 2021)
- Must be able to commit 7-10 hours per week
- Excellent organizational and time management skills
- Demonstrated research and written skills for report writing and communicating via email
- Have experience with MS Word, PowerPoint, Excel, OneDrive or Drive
- Previous professional or volunteer work experience is an asset
- Have a strong interest in sustainable development and the mission of the SDSN and the SDGs
- A strong communicator and an organized and efficient team leader
- Programming experience would be an asset
- Outstanding communication skills to partner and liaise with various departments on campus
- Exceptional command of the English language, both written and verbal



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An election will be held and facilitated by SSF which will make the final decision on hiring. Please submit a cover letter, C.V. and unofficial transcript. Your cover letter should be a maximum of 1-page.

Please be sure to address the following questions:

- Why are you interested in sustainable development?
- What skills and experiences have you acquired that makes you an ideal candidate for this role?
- What is your current level of campus involvement?

To apply, please submit all the requirements above to the SDG Student Hub Community Officer; srandhawa17@myseneca.ca with "Treasurer" as the subject line. The deadline to apply is April 15th, 2021, and virtual interviews will be held following the close date.

About SDSN Youth

SDSN Youth is a network of 650+ member organizations from more than 85 countries. It was launched in 2015 to empower youth globally to create sustainable development solutions. SDSN Youth has more than 140 core team members (staff, volunteer and interns) working in more than 30 different countries across 20 regional/national networks. In addition to regional/national projects, SDSN Youth team also leads global initiatives and programs including the Local Pathways Fellowship, the Youth Solutions Report, the Global Schools Program, Arts Twenty Thirty, Youth, Peace & Security, the #KnowYourGoals campaign and other projects.