



Living Your Fullest Every Day

# SPRING 2025 RECRUITMENT

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*SFU LYFE is a student-run platform dedicated to providing SFU students with unique opportunities for growth and personal/professional development. Through social and career events, and projects such as our blog, SFU LYFE strives to empower, uplift, and support students in living more purpose-driven lives and having fun while making meaningful connections!*

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SFU LYFE is recruiting for the Spring 2025 semester! We are looking for motivated and proactive individuals who are ready to grow and contribute to meaningful initiatives to engage the student body. We welcome students from all walks of life!

## **Instructions:**

1. Review the position descriptions below, and
2. Submit your application before **Friday, March 21, 11:59 PM PST.**

## **Recruiting Positions:**

- Vice President, External Relations
- Marketing Coordinator (2)
- Events Coordinator (2)

***Time commitment: 2-3 hrs/wk***

***Duration: 1 year (May 2025 - April 2026)***

*If you have any questions or inquiries regarding the application process, please email Aaron Fung (President) at [sfulyfe@gmail.com](mailto:sfulyfe@gmail.com)*

**APPLY HERE : <https://sfulyfe.com/hiring/>**



# Vice President, External Relations

## About Us

*SFU LYFE is a student-run platform dedicated to providing SFU students with unique opportunities for growth and development. We strive empower students to act with purpose and achieve their goals through our events, workshops, and projects that help you learn and connect with others!*

## Role Description

The VP External will be tasked with outreach (e.g., student groups, SFU groups, sponsors, guests, speakers, etc.) for collaborations and partnerships for SFU LYFE events and projects.

## Key Responsibilities

- Identify, reach out to, and set up meetings with potential sponsors and organizations for club events and benefits/opportunities for club members.
- Develop relationships and maintain communications with sponsors and partners to ensure that deadlines for events are met.
- Research and initiate communication with other clubs, student unions, and groups for collaborations on events/projects.
- Attend and contribute to bi-weekly board meetings.
- Regularly communicate, participate, and provide updates to the executive team on Discord.
- Support and participate in all of SFU LYFE's initiatives (i.e., meetings, events, projects).

## Preferred Skills & Qualifications

- Strong interpersonal and communication skills
- Ability to collaborate with others and work independently
- Experience with outreach and connections to local businesses/organizations is an asset
- Comfortability reaching out to student organizations in-person, through email or video call (e.g. Zoom)

**Open Position(s): 1**

**Weekly commitment: 2-3 hrs /wk**

**Duration: 1 year (May 2025 - April 2026)**

**Application deadline: Friday, March 21, 11:59 PM PST**



# Marketing Coordinator

## About Us

*SFU LYFE is a student-run platform dedicated to providing SFU students with unique opportunities for growth and development. We strive empower students to act with purpose and achieve their goals through our events, workshops, and projects that help you learn and connect with others!*

## Role Description

The Marketing Coordinators will work alongside the VP Marketing to contribute to the development of our social media accounts, through promotion, branding, and graphic design.

## Key Responsibilities

- Regularly post and respond to comments/messages on our social media accounts (e.g., Instagram, Discord).
- Create graphic designs for social media posts.
- Ensure post designs are professional and consistent with the club brand.
- Write engaging captions and double-check for spelling errors.
- Take photos and videos at SFU LYFE events for archival and promotional purposes.
- Contribute new ideas and take initiatives to promote SFU LYFE (e.g. IG Reels, decorations at events, posters, word of mouth).
- Report to the VP Marketing for updates on marketing deliverables.
- Attend and contribute to bi-weekly board meetings and marketing meetings.
- Regularly communicate, participate, and provide updates to the executive team on Discord.
- Support and participate in all of SFU LYFE's initiatives (i.e., meetings, events, projects).

## Preferred Skills & Qualifications

- Strong understanding of social media platforms (e.g. Instagram, Discord)
- Experience in graphic design (e.g., Photoshop, Canva, Figma) and web management tools (e.g., WordPress) is an asset
- Strong verbal and written communication skills
- Self-motivated and strong time management skills
- Creative, team-player that can also work independently

**Open Position(s): 2**

**Weekly commitment: 2-3 hrs/wk**

**Duration: 1 year (May 2025 - April 2026)**

**Application deadline: Friday, March 21, 11:59 PM PST**



# Events Coordinator

## About Us

*SFU LYFE is a student-run platform dedicated to providing SFU students with unique opportunities for growth and development. We strive empower students to act with purpose and achieve their goals through our events, workshops, and projects that help you learn and connect with others!*

## Role Description

The Events Coordinators will work alongside the VP Events to brainstorm, plan, organize and host events/programs (e.g., workshops, guest speaker events, networking events, trips, fundraisers, socials, challenges) that align with our mission and values.

## Key Responsibilities

- Create detailed event itineraries and logistical outlines for upcoming events.
- Brainstorm, propose, and share new event ideas and themes.
- Research, initiate conversations, and liaise with potential partners (e.g. through email/Zoom/in-person) for future events.
- Report to the VP Events for updates on event deliverables.
- Attend and contribute to bi-weekly board meetings and events meetings.
- Regularly communicate, participate, and provide updates to the executive team on Discord.
- Support and participate in all of SFU LYFE's initiatives (i.e. meetings, events, projects).

## Preferred Skills & Qualifications

- Strong interpersonal and organizational skills
- Creative ideas to engage the student body
- Ability to multi-task and adapt to execute events at set dates
- Strong problem-solving and communication skills
- Detail-oriented, proactive, works well within a team and independently
- Experience with organizing, planning, and hosting events is an asset
- Experience using online registration platforms (e.g., Eventbrite, Jotform) is an asset

**Open Position(s): 2**

**Weekly commitment: 2-3 hrs/wk**

**Duration: 1 year (May 2025 - April 2026)**

**Application deadline: Friday, March 21, 11:59 PM PST**