

**HIRING PACKAGE**



**IdeasXChange**  
A HUB FOR INNOVATIVE THINKING.

JOIN THE TEAM

# *IdeasXChange*



**APPLICATION DEADLINE:  
MONDAY OCTOBER 3RD**

*"We are blind to faculty colour. We will take anyone who has talent and passion, so long as they have the IdeasXChange spirit."  
- Yajur Sondhi*

**INFORMATION ON HOW TO APPLY ON PAGE 8**

# IdeasXChange

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## Positions

### IDEASXCHANGE LOGISTICS

- (1) Forum Director
- (5) Faculty Leads (IdX Ambassadors)
- (1) VP Administration
- (1) VP Marketing
- (1) VP Sponsorship
- (1) Webmaster
- (1) VP External Relations
- (1) VP UBC Relations
- (1) Research Director

### ONLINE MAGAZINE

- (1) Editor-in-Chief
- (1) Graphic Design Assistant

# IdeasXChange

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## 4 Core Areas

### Community

Connect with other clubs and meet fellow changemakers

Network with professors, professionals and representatives from non-profits

Attend innovative events with other IdeasXChanger's

### Innovation

Listen to the newest in innovation at IdeasXChange Hub events

Work on locally relevant case-studies with our featured speakers

Learn about world issues in our discussion based workshops and seminars

### Social

Make lasting connections with like-minded changemakers

Establish tight-knit friendships with fellow club members

Support your ideals in a supportive and constructive environment

### Online Magazine

Join a group of driven student writers as you develop your abilities

Gain experience by working alongside our Editor-in-Chief

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## Forum Events

### IdeasXChange Innovation Forums

*The hub team will meet as often as needed (usually weekly) and will work with the executive board and Faculty Leads to design IdeasXChange Innovation Forums.*

*In addition to designing Innovation Forums and themes, the team's roles will be split according to members' preferences. Committee members will work closely with the UBC Chair.*

*Team meetings will allow committee members to collaborate with one another and in turn, grow their professional and interpersonal skills.*

### Forum Director

Lead a small team to handle event logistics and purchase forum materials

Coordinate catering and venues

Build icebreaker activities for Hub events

### Faculty Lead(s)

Network with students, faculty members and clubs

Strengthen IdeasXChange by establishing lasting relationships with Faculty specific organizations

Prepare the Forum team for workshops by compiling reading materials

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## Logistics

### VP Administration

Administer the club's finances and handle reimbursements as needed

Enforce important deadlines

Record important discussions and notable decisions made during board meetings

### VP Marketing

Design promotional posters for events

Manage posters, flyers and online messaging for upcoming events

Write monthly newsletters

Lead Graphic Design Assistant and Social Media Director

### VP Sponsorship

Research and apply for external grants

Connect and seek corporate sponsors

Attend corporate events when possible

Build connections with social enterprises

### Webmaster

Maintain of IdeasXChange.org website

Optimize website to improve speed and search engine visibility

Troubleshoot website issues when they arise and assist content producers if needed

# IdeasXChange

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## Logistics

### VP External Relations

Maintain relationships with past panelists  
Organize annual event for past panelists and  
IdeasXChange members  
Connect with organizations at other institutions  
Find networking events for IdeasXChange  
members to attend

### VP UBC Relations

Apply for UBC grants  
Become involved with Centre for Community  
Engaged Learning and Global Lounge  
Connect with UBC clubs and organizations by e-  
mail and at networking events

### Research Director

Conduct club and community surveys  
Carry out market research  
Prepare monthly briefing notes  
Training will be provided

### Social Director

Plan social events for IdeasXchange club members  
Maintain high membership by reaching out to  
inactive club members

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## Online Magazine

*Our online magazine is growing and we are looking for more talented young writers. For the last year, it has been an space for innovative new ideas.*

*Those who qualify will write articles in one or more of the following: foreign affairs, sustainability, environment, social issues, science and business.*

*Individuals may also write in other categories if they have a special expertise they want to bring to light*

*Post-secondary writing assignments are also welcome. Submission guideline details will be released in the near future.*

### Editor-in-Chief

Responsible for publishing articles  
In charge of coordinating contributing writers  
Review photos and articles for accuracy  
Revise submissions from contributing writers  
Pitch stories to contributing writers

### Graphic Design Assistant

Help Webmaster maintain website  
Build marketing materials as needed by  
Marketing Director

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**WEBSITE:**

**WWW.IDEASXCHANGE.ORG**

**APPLICATION FORM:**

**<https://goo.gl/forms/W0dHPELQR53aaUjI2>**

**E-MAIL: CONTACT@IDEASXCHANGE.ORG**

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