

CORPORATE RELATIONS COORDINATOR

SFU HUMAN RESOURCES STUDENT ASSOCIATION

Job Description

HUMAN RESOURCES STUDENT ASSOCIATION (HRSA)

The Human Resources Student Association (HRSA) is a student-run organization at Simon Fraser University's Beedie School of Business. We aim to support students and broaden their knowledge of Human Resources by providing engaging opportunities to connect with industry professionals through innovative initiatives and events.

ROLE DESCRIPTION

The Corporate Relations Coordinator will provide strategic and tactical leadership in securing in-kind and monetary sponsorships by building relations with local businesses. They will assist in creating and managing key stakeholder relationships.

Reports to: Asmita Birring and Ashley Chia — Vice President of Corporate & External Relations

Term: October 2022 – April 2023

RESPONSIBILITIES

- Connect with sponsors through email and telephone communication
- Provide insight to sponsors on the events and initiatives HRSA provides
- Build and maintain amicable, long-term relationships with sponsors
- Update and maintain sponsorship databases on Excel
- Coordinate with the Marketing portfolio to promote sponsors
- Coordinate the pick-up of sponsored items
- Organization and facilitation of potential workshops, case competitions, and networking events
- Collaborate with the External Relations Coordinators to maintain connections with HR Professionals
- Attend weekly meetings and discuss updates on assigned tasks

QUALIFICATIONS

- Comfortable contacting organizations and industry professionals
- Ability to foster and maintain professional relationships
- Strong verbal and written communication skills
- Strong interpersonal, organizational, and time management skills
- Knowledge about potential sponsors in the Vancouver area is an asset
- Ability to work under pressure
- Please refer to the coordinator application form for instructions on how to apply.

APPLICATION DEADLINE IS SEPTEMBER 23 AT 11:59 PM.

