

## **Job Description: Schools, Volunteers, and Sustainability Organizer**

### **John Molson School of Business (JMSB), International Case Competition (ICC)**

The John Molson MBA International Case Competition is a prestigious event organized by a team of MBA candidates from the John Molson School of Business at Concordia University in Montreal, Canada. As the largest international case competition of its kind, it attracts top MBA business schools worldwide. This role is a part of an experiential learning course awarding 6 credits to JMSB MBA students.

#### **Overall Purpose of This Position:**

As the Schools, Volunteers and Sustainability Organizer, you will play a pivotal role in recruiting participating schools, managing volunteers, and ensuring the event's sustainability initiatives are effectively implemented. Regular board meetings will provide opportunities for progress reporting, with input and coaching from the Academic Advisor. The ICC team, comprising five organizers and four Executive Assistants, will collaborate. Specifically, you will work closely with the Volunteers Executive Assistant.

#### **Reporting Relationship:**

The Schools, Volunteers, and Sustainability Organizer reports to the Advisory Board of Directors and relevant sub-committees, interacts with the Coaches Advisory Council, and receives guidance, coaching, and evaluation from the ICC Academic Advisor.

#### **Major Responsibilities:**

- Conducting relevant market research, gathering data on schools, potential for recruitment and researching other case competitions
- Generating leads and opportunities for new school recruitment.
- Managing registration invoices and ensuring timely payments.
- Supporting Volunteers Executive Assistant for volunteer recruitment

- Meeting deadlines and adequately preparing for board meetings.
- Providing regular updates to the Board of Directors on progress and developments.
- Being the speaker at various events, such as opening ceremony and closing banquet, during the competition week.
- Announcing competition winners and ensuring adherence to rules.
- Collaborating with team members to ensure seamless event organization.
- Taking steps and initiatives to make the event sustainable and reduce its carbon footprint.
- Remaining onsite during the competition week, including pre-event setup days.
- Compiling a comprehensive event report for future reference by successive Organizers.

#### **Skills and Assets:**

- Being a team player with excellent interpersonal and communication skills is critical.
- Excellent written and verbal communication skills.
- You have proven ability and immense confidence to consistently exceed goals.
- Possess extreme attention to details.
- A self-starter and having the ability to work independently as well as cohesively in a team environment.
- Work experience in the fields of customer service, sales, and business development.

#### **Learning Outcomes:**

*Enhanced Leadership Skills:* You will develop leadership capabilities by overseeing a team and coordinating efforts to achieve organizational objectives.

*Communication and Presentation Skills:* Providing updates to stakeholders at board meeting, communicating frequently with coaches and administrators from participating schools, and speaking at various events during the ICC will improve your communication and presentation abilities.

*Strategic Thinking:* Through market research and recruitment strategies, you will learn to think strategically, identifying opportunities and generating leads effectively.

*Project Management:* Managing deadlines, preparing reports, and ensuring smooth event execution will hone your project management skills.

*Networking and Relationship Building:* Engaging with schools, volunteers, and stakeholders will expand your professional network and strengthen relationship-building skills.

*Sustainability Awareness:* Implementing sustainability initiatives within the event will deepen your understanding of environmental responsibility in business practices.

