



2019 - 2020 National Officer Recruitment

HOSA Canada is looking for independent and high-achieving individuals to take a leadership role in our organization. As a National Officer, you will have the opportunity to shape a rapidly growing company while building your professional network and making a difference in the community. Officers will receive training in project management, business communication and event planning skills, but **at the end of the day, this opportunity will only be as rewarding as the amount of time and effort invested into it.**

The average time commitment is 3-7 hours a week, depending on the time of year and tasks at hand. This excludes 1-2 hour weekly online meetings during the regular school year, so officers should have strong academic and time management skills but also **be willing to prioritize their duties as an officer of HOSA Canada over all other extracurricular commitments.** In addition, officers are expected to attend the HOSA Canada Spring Leadership conference in March/April and all in-person meetings for which the time and place will be given in advance. **National Officers are not allowed hold an executive position with their school chapter during their term and may not compete at the Spring Leadership Conference and/or the International Leadership Conference.**

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If you believe you have a unique skill set that enables you to create value for our organization, please fill out this form: <https://forms.gle/eCrPQCiQon9cQSVKA>, and send your resume as well as cover letter to hiring@hosacanada.org. Applications must be received by **July 15th, 2019**. Selected candidates will be contacted via email for an interview.



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Common Responsibilities

- Attend all HOSA Canada meetings and events
- Dress and behave professionally where required
- Present oneself respectfully and professionally on social media
- Respond to any and all written communication within 24 hours
- Complete all tasks and assignments within given deadlines

Officers are responsible for most travel and other expenses

Positions Available:

Finance Officer
Competitive Events Planner
Partnership Development Manager
Social Media Manager
Visual Designer
Technology Analyst
Administrative Officer



Positions and Job Descriptions

Finance Officer

An ideal financial officer displays strong analytical skills and understands how to translate financial insights into effective operational changes

Responsibilities:

- Issue, receive, record invoices and receipts on a timely manner including accurately and promptly recording entries in general ledger, making adjustments as needed
- Assist executive team in the preparation and presentation of monthly and annual financial statements and budgets
- Identify and implement initiatives and/or strategies to improve the financial health of the organization (in terms of profitability, cash flow, reducing risk, etc.)
- Follow up with chapters to ensure timely payment of accounts
- Evaluate and improve financial feasibility of all projects and initiatives

Minimum Qualifications:

- Understand double-entry bookkeeping & construction of financial statements
- Experience required

Competitive Events (CE) Planner

This role is ideal for individuals who want an introduction to working with the HOSA Canada team

Responsibilities

- Coordinate and plan for various competitive events at HOSA Canada's SLC
- Attend biweekly CE meetings

Preferred Qualifications

- Previous experience competing in HOSA events



Positions and Job Descriptions

Visual Designer

- Work with design team to develop theme for graphics to be used in the 2020 Spring Leadership Conference
- Create and adapt graphics for use in the website, social media, presentations, event programmes, banners and other media

Please include a URL to an online portfolio

Minimum Qualifications:

- Previous experience with Adobe CC, incl. Illustrator, Photoshop, InDesign, etc.

Partnership Development Manager

This role is suited for an individual who understands the immediate and long-term value HOSA can provide to corporations, institutions and foundations and can effectively communicate that value to a variety of stakeholders.

Responsibilities:

- Identify, evaluate and develop strategic relationships with corporations, institutions and foundations
- Identify ways to create value for potential and existing partners
- Coordinate execution of deliverables while measuring and reporting on relevant KPIs
- Ensure marketing objectives of partners are met

Minimum Qualifications:

- Previous business development experience
- Strong understanding of business models
- Strong interpersonal skills



Positions and Job Descriptions

Technology Analyst

This role is ideal for individuals who want an introduction to working in an agile organization employing a modern IT infrastructure

Responsibilities

- Assist CIO in developing IT strategy
- Identify, suggest and assist in the implementation of improvements in existing IT infrastructure in terms of operational efficiency, profitability, etc.
- Evaluate various solution for IT requirements
- Work with software development team to build digital solutions

Minimum Qualifications

- Fluency with MS Office Suite

Preferred Qualifications

- Knowledge in various enterprise systems such as Office 365, GSuite, etc.
- Previous IT experience

Administrative Officer

Responsibilities

- Manage schedules and deadlines across functional areas
- Take meeting minutes, following up with individuals and teams as needed
- Perform various administrative tasks, e.g. student registration, making purchases
- Provide support to students on registration portal and respond to general inquiries

Preferred Qualifications

- Previous administrative, leadership experience



Positions and Job Descriptions

Social Media Manager

This role requires a strong understanding of how to leverage various forms of content to achieve various marketing goals

Responsibilities:

- Develop and lead social media campaigns across social media platforms that engage the community
- Oversee the day-to-day operations and editorial calendar for our social channels to maintain a strong pipeline of strategic content
- Develop, implement and evaluate social media plans for HOSA events, initiatives and on behalf of partners
- Identify and support brand advocates

Please include a URL to an online portfolio

Minimum Qualifications:

- A strong following on various social media platforms

We are always looking to expand our team; if you have a unique skill set that does not align with any of the positions listed above or have little experience but are eager and willing to learn, we would love to hear from you. Applicants not applying for any of the positions listed above may select “Other” for Position on the application form to be filled out.

Application Tips:

- We are more interested in what you achieved rather than your titles/responsibilities
- Do not restate resume items in your cover letter. Use it to tell us more about you and why you are suited for the position.
- Some of our most successful officers had very little on their resumes when they joined our team. Don't let that discourage you from applying.