AMS Entrepreneurship Hub (eHub)
Team Lead Volunteer Application Guide
2020-2021
Note: Please ensure to read through this document in its entirety before submitting your application form.

AMS Services Mission
Offer services and resources to the membership which are in significant demand and aim to further the well-being of the membership as a whole; aim to enable all students to achieve their potential; and be accessible to all Active Members of the Society.

AMS Entrepreneurship Hub (eHub) is currently seeking volunteers for 5 team portfolios.

These five portfolios are:
1. Internal
2. External
3. Marketing
4. Education
5. Growth

Within these five portfolios, there are two positions available:
1. Team Lead Volunteer (5-7 hours/week)
2. General Team Volunteer (3-5 hours/week)

This document details the following information regarding hiring for these positions:
1. Eligibility
2. Benefits of Volunteering
3. Team Lead Volunteer Profile
4. Roles & Responsibilities
5. Portfolio Details
6. Application Process

IMPORTANT NOTICES:

We will be conducting interviews virtually this year via Zoom.

NOTE: please add ehub@ams.ubc.ca as a safe sender email so that you don’t run the risk of our emails being sent to your spam. Dates are subject to change due to ongoing uncertainty surrounding the COVID-19 pandemic.

Important Dates to Note:
1. Team Lead applications close on Friday September 11th at 11:59PM PST
2. Team Lead interviews will take place on Friday, September 18th and will take approx. 30 minutes.
3. Team Lead onboarding will take place on Monday, September 21st.
1. Eligibility

- Must be a currently registered UBC student
- Must be available for **both Winter Session Term 1 and 2** during the 2020-2021 academic year
- Must be willing to meet virtually to discuss projects with coordinators and team members
- Must be able to answer messages and emails within 48 hours on weekdays
- Must be able to meet the time commitment as specified in this document

*Questions around eligibility requirements can be directed to ehub@ams.ubc.ca – please note that barring exceptional circumstances, applicants must meet all eligibility requirements.*
2. Benefits of a Team Lead Role

1. **Gain leadership experience**
   Successful applicants will have regular opportunities to lead their teams and further develop their leadership communication skills.

2. **Acquire project management experience**
   Team leads will have significant scope for creativity in planning out projects and management experience in following these projects through to completion.

3. **Gain exposure to a wide range of entrepreneurial students and ideas**
   eHub volunteers will have regular contact with entrepreneurial individuals, ideas and innovations, facilitating connections and sparking impactful conversations between like-minded students.

4. **Gain access to professional development opportunities**
   This will include coaching in areas such as leadership and communication skills, and will be finalized based on the interests of the team leads.

5. **Develop an understanding of entrepreneurial approaches to business**
   Aside from professional development opportunities, team leads will receive training in entrepreneurial terminology and concepts, providing the required basis for discussing entrepreneurial ideas with students while serving team leads long after they have completed their roles.
3. Team Lead Volunteer Profile

For all portfolios

Values

AMS Entrepreneurship Hub Volunteers are a diverse group of students committed to providing low-barrier support to a wide range of entrepreneurial students across the UBC community through events, education and 1:1 support.

Traits

1. Communication skills
   This is crucial for successfully supporting students and building relationships with organizations. It includes:
   - Being able to quickly establish rapport with new people
   - Being appreciative of diverse backgrounds, ideas and points of view
   - Being able to communicate effectively with the team, whether in person, over a call or by email/message
   - Being professional

2. Teamwork & leadership skills
   This is what differentiates a team lead from a volunteer. Teams leads are able to:
   - Identify when to work independently, when to check in with the eHub Coordinator and when to delegate
   - Work individually and within a team
   - eHub is a relatively young service. This provides significant scope for leadership and project management, but also requires team leads to be self-motivated and able to drive a project through from the idea stage to implementation, with the support of the eHub Coordinator
   - Previous demonstrated leadership is an asset, though not required

3. Enthusiasm about entrepreneurship
   - Experience in entrepreneurship will enhance your application
   - More important than having a background in entrepreneurship, the ideal volunteer is enthusiastic about the potential of entrepreneurship to significantly impact students’ lives, communities and the world at large.

4. Commitment to the role
   This includes:
   - Being reliable:
     Showing up to events, answering messages in a timely fashion, and supporting other team members
   - Being coachable:
     Being patient, keen to learn and open to feedback
4. Roles & Responsibilities

For all team leads

Volunteer Management

1. Team Leads are expected to hold **weekly meetings with the volunteers** under their management and maintain **ongoing, timely and consistent communication** with volunteers between meetings (e.g., following up on project tasks over Slack).
2. Team Leads are responsible for **running team meetings**. This includes preparing meeting agendas and sending out meeting minutes.
3. Team Leads are the first **point of contact** for volunteers to answer any questions they may have and provide direction and support.
4. Team Leads should be **exemplary volunteers**, demonstrate **enthusiastic passion** and **commitment** to the service, and be skilled in creating a supportive environment for volunteers to feel welcome and able to share their ideas.

Project Management

1. Team Leads must **attend meetings with the eHub Coordinator** once every two **weeks** to plan out upcoming projects, strategy and action items.
2. Team Leads are responsible for maintaining **timely, consistent communication** with the eHub Coordinator between meetings to keep everyone up-to-date and aligned.
3. Team Leads will work with each other to ensure alignment between teams and **explore opportunities for collaboration**.

Time Commitment: 5-7 hours per week

Note: Some weeks will likely be busier than others – Internal, External and Marketing portfolios are likely to be the most consistent week-to-week, with Education and Growth being slightly more self-paced.

Additional responsibilities vary by portfolio (see next section).

**NOTE:** We view lived experience as expertise and consider it to be equally as valuable as academic and professional experience when reviewing applications. We strongly encourage candidates from marginalized communities and intersecting identities to apply, including Indigenous people, people of colour, those from lower income backgrounds and those on social assistance, people living with disabilities, and LGBT2QIA+ folk.
5. Portfolio Details

Internal Team

The internal portfolio primarily does two things: running events like the RBC Get Seeded pitch competition and connecting with clubs and organizations on campus.

**Team Lead Roles:**

A. Team Lead is responsible for organizing **RBC Get Seeded**, eHub’s bi-annual pitch competition sponsored by RBC
B. Team Lead is responsible for identifying **partnership opportunities with entrepreneurship organizations** on campus, particularly events and hackathons where eHub can provide support and mentorship
C. Team Lead is responsible for **contacting non-entrepreneurship clubs** on campus to broaden awareness and access to entrepreneurial opportunities, with support from the Marketing Team

External Team

The external portfolio’s role is to build relationships with organizations outside of UBC, creating greater opportunities for UBC students interested in entrepreneurship.

**Team Lead Roles:**

A. Team Lead is responsible for **identifying new partnership opportunities** with Vancouver-based entrepreneurship organizations
B. Team Lead is responsible for **managing relationships** with these organizations, including follow-ups to periodically check in with these organizations
C. Team Lead is responsible for **identifying sponsorship opportunities** from these organizations

Marketing Team

The marketing portfolio’s role is to effectively spread awareness about eHub events, partnerships and educational content.

**Team Lead Roles:**

A. Team Lead is responsible for **mapping out this year’s marketing strategy** to reach a wide range of UBC students from a diverse range of backgrounds, with the support of the eHub Coordinator and the Internal Team Lead
B. Team Lead is responsible for **managing existing channels of communication**, such as coordinating with AMS social media
C. Team Lead is responsible for brainstorming and implementing strategies for expanding eHub marketing, including new social media channels and working with the Appointments team to automate the appointments system (eg. via chatbot)

**Education Team**

The education portfolio’s role is two-fold: building out an online course for students interested in entrepreneurship and creating an online training program for future eHub recruits.

**Team Lead Roles:**

A. Team Lead is responsible for reaching out to organizations with existing online entrepreneurship content, working with them to build out an introductory online course for students

B. Team Lead is responsible for managing the content creation process for an online training program for future eHub volunteers

**Growth Team**

The growth portfolio’s role is to plan, build and implement growth opportunities for eHub.

**Team Lead Roles:**

A. Team Lead is responsible for working with the eHub Coordinator to plan out growth opportunities for eHub such as: an advisory board, new events and influencer marketing partnerships

B. Team Lead is responsible for collaborating with other teams such as the marketing and external portfolios to implement short-term growth opportunities, expanding the services that eHub can provide
6. Application Process

Volunteer selection is competitive. Our Team Leads are chosen very carefully from a group of diverse and qualified individuals. Only applicants selected for an interview will be contacted.

The deadline for application form submissions is **Friday September 11th at 11:59PM PST**.

To apply, please submit your application via the AMS CampusBase application form.

We look forward to reviewing your application!

Sincerely,

Kavita Dau
Entrepreneurship Hub Coordinator
ehub@ams.ubc.ca