



**DELEGATE/PORTFOLIO  
COORDINATOR HIRING PACKAGE**

**2024 - 2025**

# DELEGATE/PORTFOLIO COORDINATOR HIRING PACKAGE



Ace SFU offers case competitions without the need for visual aids, such as slideshow presentations and external research. Ace competitors are trained throughout the Fall term in preparation for the weekend Ace National competition held in Toronto in January. Offering a variety of different categories of cases for competitors to compete within, Ace SFU is the perfect organization to help enhance your business knowledge, sharpen your analysis skills, and perfect your public speaking. Our mission is to set our members up for success in real world business scenarios and produce the next generation of business leaders.

***Our mission is to set our members up for success in real world business scenarios and produce the next generation of business leaders.***

Ace SFU is a case competition delegation club and as such this application process is looking to assess your fit as a delegate prior to a coordinator. Delegates will be selected based on their aptitude in analysis, presentation, and strategy and then placed into a coordinator position based on their preferred ranking and abilities.

If selected as a delegate you will be able to compete in any category offered by Ace Canada at Nationals and approved by the executive team, regardless of your chosen portfolio.

Please keep this in mind as you proceed through your application and the hiring package below as experience in coordinator related responsibilities will not matter if you do not pass our delegate screening process.

Thank You,  
Ace SFU



# GENERAL ROLES AND QUALIFICATIONS

## ROLE DESCRIPTION

Delegates are sent on behalf of Ace SFU to represent the Beedie School of Business at the Ace Canada Nationals Competition held annually in Toronto. Their skills will be utilized throughout the course of their executive term through events held by Ace SFU, as well as our team's trip to Ace Canada Nationals 2024 in Toronto. Their efforts will be focused towards providing financial support to our organization's initiatives and delegates.

## CORE RESPONSIBILITIES

- Attend and participate during all bi-weekly training sessions (3 hour duration)
- Remain active and engaged
- Compete in minimum of **one team category** for Ace Canada Nationals (additional categories must be reviewed and approved by President)

## ADDITIONAL QUALIFICATIONS

- Strong verbal and written skills, confidence in public speaking, strong organizational skills, ability to work independently and as part of a team.

## COMMITMENT REQUIRED

- Delegate terms run from October 2024 to March 2025
- **Mandatory attendance for Ace Canada Nationals Competition weekend on January 22nd-26th, 2025 (Toronto)**
- Approximately 3-5 hours of commitment per week includes portfolio meetings and training sessions



# FIRST YEAR PROGRAM INFORMATION

## PROGRAM DESCRIPTION

Ace SFU is committed to developing talent at Beedie, and as part of our commitment, we are operating a program specifically designed for first years. In addition to all regular responsibilities, first years would be expected to attend additional development sessions where they would receive special coaching and training by executives and guest coaches. First years would be full members of the Ace SFU team and would take on an additional time commitment of 1-2 hours per week on top of delegate and coordinator responsibilities.

## CORE RESPONSIBILITIES

- Attend and participate during all bi-weekly training sessions
- Attendance and active participation in all workshops
- Compete in a category for Ace Canada Nationals
- First Years will be given coordinator positions and placed into a chosen portfolio

## ADDITIONAL QUALIFICATIONS

- Strong verbal and written skills, confidence in public speaking, strong organizational skills, ability to work independently and as part of a team.

## COMMITMENT REQUIRED

- Delegate terms run from October 2024 to March 2025
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 22nd-26th, 2025 (Toronto)
- Approximately 3-5 hours of commitment per week includes portfolio meetings and training sessions

# ASSOCIATE



## ROLE DESCRIPTION

Associates are skilled competitors ready to train for gold in January. Unlike coordinators, they have more responsibility and independence, and may mentor newer team members to help ACE SFU win School of the Year at the 2025 Nationals. Associates undergo the same training as other delegates but also assist the VP Academics in various ways, such as mentorship, judging, writing cases, or sharing expertise. Their additional responsibilities are negotiated with the VP Academics to ensure they can balance these tasks with the 15-week training program.

## CORE RESPONSIBILITIES

- Attend and participate during all on and off cycle training sessions
- Remain active and engaged
- Compete in minimum of one team category for Ace Canada Nationals
- Support the team as an experienced competitor and mentor

## ADDITIONAL QUALIFICATIONS

- Strong verbal and written skills, confidence in public speaking, strong organizational skills, ability to work independently and as part of a team.

## COMMITMENT REQUIRED

- Delegate terms run from October 2024 to March 2025
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 22nd-26th, 2025 (Toronto)
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# FINANCE COORDINATOR



## ROLE DESCRIPTION

Finance coordinators are responsible for supporting the portfolio with management of financial resources and budgeting. This role involves utilizing a variety of skills to support events organized by Ace SFU and for the trip to Ace Canada Nationals 2024 in Toronto.

## CORE RESPONSIBILITIES

- Assist the portfolio in planning and organizing finances for events and daily operations
- Coordinate routine fundraising activities to support financial goals
- Develop and manage trip budgets for Ace Canada Nationals
- Prepare grant requests to support day-to-day operations
- Ensuring all financial data is accurate and updated consistently

## ADDITIONAL QUALIFICATIONS

- Proficiency with Microsoft Excel and GSuite are assets

## COMMITMENT REQUIRED

- Delegate terms run from October 2024 to March 2025
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# LOGISTICS COORDINATOR



## ROLE DESCRIPTION

Logistics coordinators will assist the portfolio in several initiatives including ACE Invitational Competition hosted by Ace SFU and event preparations for Ace Canada Nationals 2024 in Toronto. This portfolio will prioritize cross-portfolio collaborations for comprehensive support.

## CORE RESPONSIBILITIES

- Assist portfolio in planning and executing events
- Organize the Ace Invitationals Competition (March 2025)
- Collaborate with Finance portfolio for execution of fundraisers
- Collaborate with External Relations portfolio for execution of events
- Develop event logistics and conduct research to determine additional venue necessities

## ADDITIONAL QUALIFICATIONS

- Demonstrates a proactive approach to problem-solving
- Exhibits a strong willingness to learn and grow through constructive criticism
- Comfortable interacting with external stakeholders

## COMMITMENT REQUIRED

- Delegate terms run from October 2024 to March 2025
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# EXTERNAL RELATIONS COORDINATOR



## ROLE DESCRIPTION

External Relations coordinator will be responsible for representing Ace SFU in external stakeholder outreach. This role focuses on securing monetary and in-kind sponsorships and forming partnerships for club events and Ace Nationals.

## CORE RESPONSIBILITIES

- Assist the portfolio by managing external outreach to effectively represent Ace SFU in organizational affairs
- Explore and pursue opportunities for potential in-kind and monetary sponsorships through personalized communications and meetings
- Maintain stakeholder relations
- Discover and establish potential partnerships with organizations

## ADDITIONAL QUALIFICATIONS

- Demonstrates a proactive approach to problem-solving
- Exhibits a strong willingness to learn and grow through constructive criticism
- Comfortable interacting with external stakeholders
- Strong interpersonal skills are assets

## COMMITMENT REQUIRED

- Delegate terms run from October 2024 to March 2025
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# MARKETING & MEDIA COORDINATOR



## ROLE DESCRIPTION

Marketing and Media Coordinators work alongside portfolio leads and fellow coordinators to create social media content and capture Ace SFU events through photography and videography. This portfolio works closely with other teams to promote events and fundraisers.

## CORE RESPONSIBILITIES

- Assist in management of Ace SFU social media platforms and digital materials for Ace SFU initiatives and projects
- Used and are proficient in Instagram and LinkedIn
- Capture moments from Ace SFU events through photography and videography
- Showcase the organization's journey and values through editing of promotional material

## ADDITIONAL QUALIFICATIONS

- Proficiency in Adobe Creative Suite and Figma are assets.

## COMMITMENT REQUIRED

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# DESIGN COORDINATOR



## ROLE DESCRIPTION

Design coordinators will assist their portfolio in conceptualizing and creating design assets for external use such as corporate relations and marketing. Coordinators will work closely with Marketing & Media, but may interact with other departments. Most work will be done on Figma, but programs such as Illustrator, Photoshop, and InDesign may be used as well.

## CORE RESPONSIBILITIES

- Assist in creating graphic and print assets for ACE SFU events and social media
- Assist in conceptualizing future ACE events
- Work collaboratively with the Marketing team to ensure optimal strategy

## ADDITIONAL QUALIFICATIONS

- Must be competent with Figma
- Proficiency in the Adobe Creative Suite (Photoshop, Illustrator, etc.) is an asset

## COMMITMENT REQUIRED

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# HUMAN RESOURCES COORDINATOR



## ROLE DESCRIPTION

Human Resource coordinators ensure team members have necessary support for given tasks through cross-portfolio facilitation and conflict resolution. Coordinators will also work collaboratively to host team socials and bonding activities to enhance team efficiency.

## CORE RESPONSIBILITIES

- Assist portfolio in providing support with administrative functioning of the organization
- Develop judging criteria and organizational material for recruitment processes
- Facilitate internal check-ins with the team throughout the organizational term
- Plan and execute internal events to maintain / increase engagement within ACE SFU
- Organize social events and team bonding initiatives

## ADDITIONAL QUALIFICATIONS

- Proficiency in GSuite is an asset.

## COMMITMENT REQUIRED

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