



Volunteer Positions

Applications for Executive Team

&

General Operational Staff

2021/2022

HEC COMMITTEE

Term begins in August 2021 and ends in September 2022

ROLES AND RESPONSIBILITIES

EXECUTIVE TEAM (bi-monthly online meetings required)

A. **HEC DIRECTOR** (hec@hajet.org)

1. Act as the head of the HEC Committee
2. Approve appointments to the General Operational, Test, and Camp staff
3. Act as a liaison to the HAJET PC (attend weekly HAJET meetings)
4. Submit four (4) "Quarterly Reports" to the HAJET PC, outlining what the HEC Committee could learn and avoid for the next year
5. Work with the study abroad centre to accommodate a homestay for the grand prize winner(s)
6. Must be in attendance to validate all HEC meetings

B. **TREASURER** (treasurer.hec@hajet.org)

1. Maintain precise, up-to-date, and easily accessible financial records of all HEC's operations
2. Work with HEC Director, Camp Coordinator(s), and Events Coordinator about budgets
3. Have a physical log book with details of incoming and outgoing money
4. Collect and distribute physical receipts upon request
5. Be held responsible for the lockbox and those who have access to it
6. Collect, reimburse, and send money as required by the HEC Director

C. **CAMP COORDINATOR(S)** (heccamp@hajet.org)

1. Help create a budget for camp to be approved by the Executive Team
2. Create camp information package and volunteer application
3. Create the camp schedule
4. Inform and maintain good communication with camp volunteers, vendors, and HEC support staff
5. Create student information package and application
6. Create and send Board of Education request package

7. Organize transportation and logistics to and from camp
8. Process student and volunteer application and reply forms
9. Maintain good communication with co-coordinator and delegate responsibilities as required
10. Assume the leadership role onsite during HEC Camp
11. Create and send Government Follow-Up package

D. TEST COORDINATOR (test.hec@hajet.org)

1. Establish the HEC Test deadline and timetable
2. Recruit Test Writers and Judges
3. Help write one HEC Test for each division offered
4. Collect test registrations
5. Edit and distribute the HEC Test to the ALTs of participating students
6. Establish the rubric the judges will use to adjudicate the tests
7. Collect scores from judges and pass the results to the HEC Director and Camp Coordinator(s)
8. **May submit students for the HEC Test, but is not permitted to see or write the test they are submitting students for**

E. EVENTS COORDINATOR (events.hec@hajet.org)

1. Organize and promote a majority of HEC fundraising events (booking venues, as well as creating the event outlines (itineraries) and budgets)
2. Requires minimum JLPT N4 or higher to book venues
3. Manage HEC-related fundraising at any event hosted by HAJET or other organizations (such as Welcome Parties, the Sapporo Skills Development Conference, and HAJET enkais)
4. Run the HEC Art Auctions by asking for (and collecting) donations, promoting the auctions online and at events, and distributing art to winners
5. Keep track of the HEC Calendar to be able to plan events accordingly
6. Work with Social Media Manager to update social media as required

GENERAL OPERATIONAL STAFF (meetings not required)

A. **TRANSLATOR** (translator.hec@hajet.org)

1. Translate documents and correspondence as needed for HEC
2. May be asked to negotiate on behalf of HEC, including but not limited to situations related to HEC Camp, homestay, and HEC Test
3. Should have a strong command of the Japanese language, both spoken and written (JLPT N2 or higher)

B. **MEDIA MANAGER** (media.hec@hajet.org)

1. Create HEC promotional video(s) to be presented at the Sapporo Skills Development Conference and any other events
2. Take photos and videos at HEC Camp
3. Must have access to appropriate equipment
4. Compile photos and videos into a distributable format post-camp

C. **SOCIAL MEDIA MANAGER** (hec.social.media@hajet.org)

1. In charge of managing and updating all of HEC's social media (Facebook, Instagram, YouTube, Twitter)
2. Collect information from HEC Executive Team or General Operational Staff
3. Post content in a timely manner to keep people informed about events and deadlines

D. **WEBSITE ADMINISTRATOR** (webmaster.hec@hajet.org)

1. Oversee and coordinate the HEC homepage
2. Report to the Executive Team regarding website matters when required
3. Maintain current information about HEC activities and related events

E. **PUBLICATIONS EDITOR** (publications.hec@hajet.org)

1. Revise the HEC Guide annually, no later than December 1st
2. Help edit and revise the HEC Test Preparation Packets no later than January 31st
3. Create pamphlets HEC can use throughout the year as needed
4. Create help-wanted ads and other related materials to post to the HAJET monthly online magazine (Polestar)
5. Manage any other publications as needed

F. DIGITAL ARTIST

1. Provide digital art for HEC to use throughout the year when requested
2. Have the appropriate equipment and applications to create art on
3. Upload art to HEC Google Drive
4. Give permission to HEC Executive Team to use artwork

G. T-SHIRT DESIGNER

1. Create the HEC Camp T-shirt design before April
2. Design(s) must be approved by the HEC Executive Team in March
3. May be asked to create other HEC designs

Applications are open until June 30th, 2021.

You will be asked to select your top 2 choices.

You may be asked to do a short interview via email or call.

Announcements will be made in July.

For further inquiries, please contact us at:

hec.recruitment@hajat.org

Thank you!