
Job Description: Innovation and Creativity Lead (Member of Executive team)

Summary: As a member of a high functioning team, the incumbent in this position leads the brand development for Enactus Fleming College and is responsible for identifying and encouraging innovation in the development and execution of projects and operations.

Major Duties and Responsibilities

1. Working with Executive Members
 - a. Attend weekly Executive meetings
 - b. Explore the work of projects both in and out of the Enactus world to identify possible collaboration efforts and best practices
 - c. Provide updates in graphic design, and innovative practices
 - d. Work closely with the Marketing and Communications lead
 - e. Coordinate with other members of the Executive Team for Executive positions recruitment and transition process
2. Working with Project Managers
 - a. Keep informed on all Enactus Fleming College projects
 - b. Look for ways to encourage creative thinking and innovation in existing projects
 - c. Assist in the development of new project ideas
 - d. Support the Operations Lead in competition preparation
3. Working with New Project Proposals
 - a. Assist new and existing Enactus members in developing the needs analysis and innovative solutions for potential new projects
4. General responsibilities
 - a. Enactus Competitions: Work on assigned tasks by the Executive team to prepare and attend Regionals, Nationals, and World Cup competitions
 - b. Enactus Fleming College Events: Actively identify, support and attend events that contribute to building a positive team spirit and culture.

Minimum Qualifications and Skills

- Basic knowledge of Enactus Fleming projects and the Enactus platform
- An inquisitive mind
- Leadership and organization skills
- Strong communication skills
- Advanced teamwork skills
- Ability to multitask and work under pressure
- Ability to work well with different cultures, personalities and working styles

Co-Reports: President and other members of the Executive Team