



JOB DESCRIPTION

Position Title

Member, Year in Review Committee

Reporting To

Executive Director

Location

Calgary, Alberta

Hours per month

6-8

ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

POSITION SUMMARY

As part of our research initiative, we produce an annual report that collects the best pieces of research our organization has collected and shared over the past year. As part of our Year In Review Committee, you will be responsible for going through our research, selecting the pieces that stand out, and produce meme's using that research.

DUTIES & RESPONSIBILITIES

As a Member of the of the Year in Review Committee, you will be responsible for analyzing 2-5 categories of research based on a predetermined criteria. After selecting the pieces of research that will be part of the Year In Review, you will be responsible for producing meme's for each piece of research.

QUALIFICATIONS

- Graduated or enrolled in a University degree or College diploma or certificate program

- Effective oral and written communication skills
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team with a desire to learn
- Strong organizational skills and an ability to keep on top of workload
- Strong levels of creativity with the ability to use applications (Pablo and/or Canva) that produce meme's
- Sound computer skills including operating Google Suite