



JOB DESCRIPTION

Position Title

Member, Year in Review Committee

Reporting To

Executive Director

Location

Calgary, Alberta

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 from the past year, select the pieces of research that stand out over the previous year, and produce meme's which will be shared on our Instagram account.

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 that will be shared on our Instagram page.

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 the ability to use Google Apps (Docs, Sheets, Email)