



Minds Matter Magazine

FINANCIAL OFFICER

Grow our organization while you grow with us

We are looking for an individual with financial experience who will develop successful and trusting relationships with current and potential funding partners, review and audit MMM's budget, and can order and organize delivery of goods and services.

WHAT WE ARE LOOKING FOR

- Experience in creating strategic and effective financial plans and packages
- Shows continuous self-assessment and independence that reflects a social entrepreneurial mindset
- Identifies funding opportunities (monetary and in-kind sponsorships) on campus and within the community
- Strong attention to detail and analytical skills
- Upholds Business Ethical Standards
- Displays organizational and time management skills, especially under pressure

REQUIREMENTS

- Must be currently enrolled at the University of Toronto
- Must have prior experience working with a budget for a campus project or student group
- Pursuing a BBA or BComm is an asset

WORKING WITH MMM

At *Minds Matter Magazine*, we place a strong emphasis on working collaboratively with a diverse team of students, community members, and advisors. As a member of our team, we expect honesty, compassion and commitment.

Select applicants will be asked to participate in an interview during late April, 2018. Please feel free to reach out to us if you have any questions or need any accommodations!

REACH OUT TO US

Facebook

/MindsMatterMagazine

Twitter

@MindsMatterMag

Instagram

@MindsMatterMagazine

Website

mindsmattermagazine.com

HOW TO APPLY

Email us at mindsmattermagazine@gmail.com with the subject title: Recruitment 2018 (Financial Officer) by April 14, 2018. Please include your **cover letter**, **resume** and **a work sample**:

- A sample budget plan template from a past event, or a budget plan template for an imagined future MMM event

In your cover letter, please indicate how you heard about this opportunity (whether through our social media, a class announcement, etc.).

We are very excited that you're interested in joining our team, due to the volume of applicants we ask that you allow us up to a week to get back to you.

ACCESSIBILITY

***Minds Matter Magazine* is strongly committed to providing equal opportunities by cultivating diversity within our community and masthead.**

We actively welcome applications from Indigenous/Aboriginal people of North America, visible minorities, people with disabilities, persons of any sexual orientation or gender identity, and any other identities who may contribute to the further diversification of ideas.