



ENACTUS WINDSOR

Open Roles Booklet

What Is Enactus Windsor?

Enactus Windsor is a student-led team that uses entrepreneurial thinking to create social, environmental, and economic impact in our local and global communities. We build and launch real projects that solve real problems by combining creativity, strategy, and purpose.

Our members come from **all backgrounds and faculties**, working together on everything from sustainable product development to partnership building, finance, media, and more. Whether you're here to lead, learn, or try something new, **there's space for you at the table**.

Table of Contents

WHAT IS ENACTUS WINDSOR?	1
ASCENT MENTOR	3
BUSINESS DEVELOPMENT LEAD - REEDIFY	4
GRAPHIC DESIGNER	5
SPARK PROGRAM LEAD	6
DIRECTOR OF FINANCE	7
RESEARCHER – MYCOVOLT	ERROR! BOOKMARK NOT DEFINED.

Ascent Mentor

Team: Ascent

Reports to: Enterprise Managers of Ascent

Time Commitment: 3-6 hours per week

Hiring Status: Open

Overview:

Ascent Mentors deliver hands-on entrepreneurship education to students in grades 7–12 through twice-weekly classroom sessions, either virtually or in person. Mentors guide students through interactive lessons, real-world challenges, and personal goal setting — helping them build confidence, creativity, and business skills. This role is ideal for someone passionate about youth development, education, and social impact.

Key Responsibilities:

- Facilitate two entrepreneurship sessions per week in assigned classrooms
- Build strong rapport with students and foster an inclusive learning environment
- Deliver curriculum content and adapt lessons to meet classroom needs
- Support students in developing entrepreneurial thinking and personal growth
- Collaborate with fellow mentors and the Ascent leadership team to improve programming

Ideal Candidate:

- Reliable and enthusiastic, with strong communication skills
- Comfortable leading youth-focused discussions and activities
- Passionate about entrepreneurship, education, and community service
- Able to commit to consistent weekly sessions and communicate proactively
- Open to learning and adapting in a dynamic classroom setting

What You'll Gain:

- Real-world experience in teaching, mentorship, and youth engagement
- Opportunities to develop leadership, facilitation, and coaching skills
- A chance to make a lasting impact on students' confidence and future goals
- Connection to a passionate team driving social change through education

Business Development Lead - Reedify

Team: Reedify

Reports to: Project Manager of Reedify

Time Commitment: 7-10 hours per week

Hiring Status: Open

Overview:

Reedify is an Enactus Windsor initiative that transforms the invasive species of *Phragmites* into sustainable consumer products such as bug spray, biodegradable straws, and natural fire starters. By repurposing an environmentally damaging plant into valuable goods, the project promotes ecosystem restoration, supports a circular economy, and reduces reliance on non-renewable materials.

As Business Development Lead, you'll drive Reedify's growth by identifying commercial applications, securing pilot partnerships, and positioning the venture for long-term sustainability. You'll work alongside technical leads, farmers, and eco-conscious businesses to bring this innovation to market.

Key Responsibilities:

- Develop and execute partnership strategies with local businesses and initiatives
- Support grant applications and investor pitches with compelling business cases
- Conduct market research to identify high-impact use cases and entry points
- Collaborate with the Product and Research teams to align development with customer needs
- Represent Reedify at sustainability events, pitch competitions, and stakeholder meetings

Ideal Candidate:

- Strong communicator with a passion for sustainability and ethical entrepreneurship
- Strategic thinker who can translate research into market opportunities
- Comfortable initiating external partnerships and navigating stakeholder conversations
- Experience in business development, sales, or nonprofit strategy is an asset

What You'll Gain:

- Real-world experience in scaling a social enterprise
- Opportunities to pitch at national competitions and to external funders
- Exposure to lab-based innovation
- A leadership role in one of Enactus Windsor's most environmentally focused ventures

Graphic Designer

Team: Communications

Reports to: Anita Jafari, Vice President of Communications

Time Commitment: Low: 2 hours per week, High: 7 hours per week

Hiring Status: Open

Overview:

As Graphic Designer, you'll bring the Enactus Windsor brand to life through visual design. From social media graphics to pitch decks and project branding, your work will help us communicate clearly and make a lasting impression.

Key Responsibilities:

- Design graphics for social media posts, event promotion, and campaigns
- Support layout and design of annual reports, pitch decks, and impact reports
- Develop visual branding for Enactus projects, including logos and templates
- Collaborate with the Social Media Lead and VP of Communications to stay on-brand
- Meet deadlines and adapt designs based on feedback

Ideal Candidate:

- Skilled with tools like Canva, Adobe Illustrator, or Photoshop
- Has a strong eye for design, layout, and consistency
- Organized, reliable, and able to manage multiple requests
- Open to feedback and able to collaborate closely with other team members
- Bonus if you've designed for social media or student groups before

What You'll Gain:

- A strong portfolio of real-world designs used across digital and print platforms
- Experience in brand design, layout work, and creative collaboration
- A chance to shape how Enactus Windsor is seen by students, judges, and partners
- Mentorship from experienced student leaders and execs

Spark Program Lead

Team: Project Development

Reports to: VP of Enterprise Development

Time Commitment: 10-15 hours per week

Hiring Status: Open

Overview

As the Spark Program Lead, you will be the operational driver of Enactus Windsor's flagship venture incubator—The Spark Program. You'll be responsible for executing the program end-to-end: from founder recruitment and mentor coordination to workshop delivery and showcase planning. This is a hands-on role for someone who loves turning vision into action and wants to build a lasting pipeline of high-impact student ventures.

Key Responsibilities

- Lead the planning, promotion, and delivery of the 8-week Spark cohort
- Coordinate workshops and ensure a high-quality learning experience.
- Manage the Spark mentor network: recruit alumni and community experts, match them with founders, and support ongoing engagement.
- Track participant progress through milestones and provide direct support to founders as they move from idea to pilot.
- Collect feedback and iterate on the program design for future cohorts.

Ideal Candidate

- Organized, proactive, and skilled at managing multiple moving parts under a timeline.
- Strong interpersonal and facilitation skills—able to engage founders, mentors, and campus partners.
- Experience in program coordination, event planning, or mentorship programs is a strong asset.
- Comfortable working both independently and collaboratively within a small, driven team.

What You'll Gain

- End-to-end experience designing and delivering a high-visibility incubator program.
- Deepened skills in program management, stakeholder engagement, and entrepreneurial mentorship.
- A powerful network of founders, alumni mentors, and community partners.

Director of Finance

Team: Finance

Reports to: Vice President of Finance

Time Commitment: 5-6 hours per week

Hiring Status: Open

Overview:

As Director of Finance, you'll manage the project's budget and support all financial activity related to its development and operations. You'll work closely with a Project Manager and VP of Finance to ensure responsible spending, track reimbursements, and help guide resource decisions that support the project's growth and impact.

Key Responsibilities:

- Maintain an up-to-date budget
- Track project expenses and organize receipts and documentation
- Process and submit reimbursements in coordination with the Finance team
- Advise the Project Manager on budgeting decisions and financial feasibility
- Ensure project spending aligns with Enactus Windsor protocols

Ideal Candidate:

- Organized, dependable, and detail-oriented
- Comfortable with spreadsheets and tracking tools
- Interested in finance, business strategy, or project operations
- Able to work independently while collaborating with multiple teams

What You'll Gain:

- Real experience managing a live project budget
- Insight into startup-style financial decision-making
- A resume-ready role with strong relevance for finance, consulting, or business ops
- Cross-functional collaboration and mentorship from execs

MycоЩolt Researcher

Team: MycoVolt

Reports to: Project Manager(s)

Time Commitment: Low: 5 hours per week, High: 8-9 hours per week

Hiring Status: Open

Overview:

As a Researcher on the MycoVolt team, you'll support the scientific development of sustainable energy materials made from agricultural byproducts like mushroom stems, peat moss, and mycelium. Your research will help the team explore how these materials can be repurposed for real-world applications, such as bio-batteries and energy storage insulation.

Key Responsibilities:

- Research the properties and potential energy applications of mushroom stems, peat moss, mycelium, and related materials
- Review academic, scientific, and industry sources to inform energy-material development
- Analyze environmental impact, conductivity, and performance durability
- Translate technical findings into insights the team can apply during product prototyping
- Collaborate with the Project Manager and Business Strategist to align scientific research with project goals

Ideal Candidate:

- Background or interest in **biology, chemistry, environmental science, or material science** (not a requirement)
- Comfortable reviewing scientific sources and summarizing technical content
- Curious, analytical, and passionate about sustainable innovation

What You'll Gain:

- Practical scientific research experience tied to real-world environmental solutions
- A chance to work at the intersection of science, innovation, and social impact

Collaboration with a dynamic student-led team working on high-impact development