

A scenic view of a coastline with a blue sky and ocean, framed by a white border. The text is centered over the image.

Winter's Project managers application

LC Project Managers' Job Description

- Team Management
- Select members in your team
- Creation of functional project plans and set goals with functional LCVP
- Achievement of set goals
- Coaching of Team Members
- Distribution of tasks to TMs and tracking
- Organizing and delivery of project meetings every week
- Updating of Efficiency Development program in Podio every week. PDP & Evaluation forms tracking
- Communicate with LC VPs as a coacher once a week
- Visit Presidents' meeting (LCP with PMs) every time they are held
- Make a report in the end of your project

LC Project Managers' Responsibilities

PARTICIPATION IN :

- Functional meetings for PMs
- All LC gatherings (e.g. LC meetings, EB&PM Meetings, PTMs)
- Regional & National conferences
- Main LC operations (Preparation of Induction for members)

Election procedure

1. Applications: DDL to send – 24 November , 23.59

Application is your answers for General and Functional questions given in this booklet below)

Application has to be sent to mariadik0301@gmail.com. It should be in .PDF or .PPT with the subject “[PM APPLICATION] NAME, NAME OF THE PROJECT”

You can make an Application in your own style and design.

2. Interview: 25 November each candidate have to be interviewed by an EB representative

3. Elections: TLs will be elected according to the results of an interview, application and speech. The election is on the 25 November

iGV Projects

Youth & Earth

The project is going to raise the awareness of people about ecological problems globally and in our city. Interns will take part in green events, visit Greenpeace office in Saint Petersburg, help in shelters, make classes about nature issues and so on.

Duration: 26 November – 28 February

General questions

RART 1

1. Name
2. Telephone No.
3. E-mail, skype, VK
4. Date of joining AIESEC
5. English Level (Basic, Good, Excellent, Native)
6. Past positions held (inside or outside AIESEC). Please provide: Date/Position/Key Learning Point and results achieved relevant to Project Manager position
7. Why have you decided to apply for the TL position? What do you personally want to gain from this experience?
8. What are main challenges do you think you may face during your project (challenges may not be related to AIESEC)? How do you plan to overcome them?
9. What is your biggest achievement and biggest failure in AIESEC or outside it? What have you learned from that?

General questions

RART 1

10. What is the most common negative feedback you receive from your peers and colleagues?
11. What are your values in life? How do they connected with AIESEC values?
12. Please, name one personal quality, which is most unique to you and best describes you. Explain your choice.

General questions

RART 2

1. Why AIESEC is relevant for Saint-Petersburg?
2. Explain what is AIESEC in max 2 sentences.
3. What are the characteristics of an ideal team, from your point of view? What will be your actions as a team leader to develop these characteristics within your team?
Please, provide: characteristics of an ideal team (at least 3) – your actions as a team leader (at least 3).
4. What are your expectations toward your Functional Vice-President and Manager's team?
5. What will you do if you are not elected as a Project Manager?

iGV Questions

1. What is the mission of the project?
2. What is your goal for the project (settle a number)?
3. Timeline and pipeline
4. Make analysis of the project according to conversation with previous leader
5. How do you see interns' Job Description?
6. Who is going to be your TN-takers?
7. Write a budget
8. How do you plan to provide an accommodation?
9. How do you plan to provide a cultural program?
10. How do you plan to raise volunteers?
11. What will you do if project won't be popular for applying because it is new one?


So Proud of you!

Send your application to VP TM Maria Dik

MARIADIK0301@gmail.com

Add in vk: vk.com/id11562954

Deadline for application is 23.59 24.11.2016

A scenic view of a coastline with a blue sky and ocean, framed by a white border. The text is centered in the frame.

**Be brave.
Take risks.
Nothing
Can substitute
Experience.**