



General Coordinator

Last revised: March 2026

SHINERAMA COMMITTEE

Shinerama is Canada's largest post-secondary fundraiser that supports Cystic Fibrosis Canada. The UofM campaign is housed by the Commerce Students' Association (CSA) of the Asper School of Business. Shinerama hosts various events from May to October focused on raising both money and awareness for Cystic Fibrosis Canada. Cystic Fibrosis (CF) is the most common fatal genetic disease affecting both Canadian children and adults and is a disease for which there is no cure.

POSITION OVERVIEW

The General Coordinator plays a key support role within the Shinerama campaign. This position is responsible for managing core operational tasks such as meeting minutes, room and space bookings, and volunteer coordination. In addition, the General Coordinator provides flexible support to the committee by assisting with lower-scale events and campaign initiatives as needed.

POSITION RESPONSIBILITIES

- Record meeting minutes and prepare meeting materials (e.g. slides)
- Manage administrative tasks including volunteer forms, sign-ups, and internal communications
- Support campaign promotion efforts
- Book meeting rooms and event spaces as required
- Assist in coordinating lower-scale and volunteer-based events including but not limited to the Blue Bombers Bike Valet
- Support various committee members with tasks to ensure deadlines and deliverables are met
- Maintain organization and communication across the committee
- Attend committee meetings and Shinerama events
- Complete additional tasks as required



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LINES OF COMMUNICATION

- Shinerama Co-Chairs
- Shinerama Committee Members
- University of Manitoba Faculties and Student Associations
- Business Community Representatives

SKILLS DEVELOPED

- Teamwork
- Interpersonal Skills
- Time Management
- Organizational Skills

POSITION DETAILS

Number of positions available: 1

Reports to: Shinerama Co-Chairs

COMMITMENT LEVEL

Summer 2025	Fall 2025	Winter 2026
High	Medium	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours