



DELEGATE/PORTFOLIO COORDINATOR HIRING PACKAGE

2025 - 2026



DELEGATE/PORTFOLIO COORDINATOR HIRING PACKAGE



ACE SFU offers non-visual case competitions that focus on quick thinking and verbal reasoning. You will train throughout the Fall semester in preparation for our annual Nationals trip to Toronto in January. With a curated range of case categories, ACE SFU is the perfect organization to enhance your business knowledge, sharpen your analysis skills, and perfect your public speaking. Our mission is to equip our members with the skills to succeed in the real world and produce the next generation of business leaders.

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ACE SFU is a case competition delegation club, and as such, this application process will assess your fit as a delegate prior to a coordinator. Delegates will be selected based on their aptitude in analysis, presentation, and strategy before being placed into a coordinator position based on their preferred ranking and abilities.

Your coordinator portfolio (ie. Design, Finance, Human Resources) does not dictate your competition category. Upon your admittance to the club, our Executive Team will assess your best fit for a category.

As you make your way through your application and our hiring package, please bear in mind that your coordinator-related experience will only be considered after successfully passing our delegate screening process.

Thank you,
ACE SFU

GENERAL ROLES AND QUALIFICATIONS



ROLE DESCRIPTION

Delegates are sent on behalf of ACE SFU to represent the Beedie School of Business at the annual ACE Canada Nationals Competition in Toronto. Your skills will be used throughout your term, from October to March, to support the club in three categories:

1. Your active performance at Nationals in Toronto
2. Your contributions to the club through your portfolio
3. Your efforts through club initiatives (ie. Invitationals, fundraisers)

CORE RESPONSIBILITIES

- Actively attend and engage in bi-weekly in-person training sessions (1hour + individual / partner presentation)
- In-depth category research and presentation training during off-weeks
- Compete in a competitive category at nationals

ADDITIONAL QUALIFICATIONS

- Strong verbal and note taking skills
- Confidence in public speaking
- Strong organizational skills
- Ability to work independently or as part of a team

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
- **Mandatory attendance for Ace Canada Nationals Competition weekend on January 21st-25th, 2026 (Toronto)**
- Approximately 5-7 hours of commitment per week, including portfolio meetings, deliverables, and training sessions

FIRST YEAR PROGRAM INFORMATION



PROGRAM DESCRIPTION

ACE SFU is committed to developing talent at Beedie, and we're proud to operate our additional training program specifically designed for first years. In addition to fulfilling all regular delegate and coordinator duties, first-year members will participate in extra development sessions featuring special coaching and training from executives and guest coaches. As full members of the ACE SFU team, first years can expect to commit to an additional 1-2 hours per week for these sessions, on top of their standard responsibilities.

CORE RESPONSIBILITIES

- Actively attend and engage in bi-weekly in-person training sessions (3 hour duration)
- Compete in one competition category at Nationals

ADDITIONAL QUALIFICATIONS

- Strong verbal and note taking skills
- Confidence in public speaking
- Strong organizational skills
- Ability to work independently and as part of a team

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 21st-25th, 2026 (Toronto)
- Approximately 5-7 hours of commitment per week includes portfolio meetings and training sessions

ASSOCIATE



ROLE DESCRIPTION

Associates are experienced delegates with specialized expertise in specific case categories. As part of their role, they support the VP Academics by helping train delegates through category specific coaching. Associates will assist in writing practice cases, and assist in both group and individual training sessions by providing targeted feedback, and sharing their own expertise. Additional associate responsibilities are negotiated with the VP Academics and include holding additional training sessions for delegates, if needed.

CORE RESPONSIBILITIES

- Actively attend and engage in bi-weekly in-person training sessions (3 hour duration)
- Possess either previous case competition experience; or
- Possess specialized expertise in specific case categories
- Compete in one competition category at Nationals
- Strong ability to give quality feedback and identify opportunities for growth in delegates

ADDITIONAL QUALIFICATIONS

- Strong verbal and note taking skills
- Confidence in public speaking
- Strong organizational skills
- Ability to work independently and as part of a team

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 21st-25th, 2026 (Toronto)
- Approximately 5-7 hours of commitment per week includes portfolio meetings and training sessions

FINANCE COORDINATOR



ROLE DESCRIPTION

Finance coordinators are responsible for supporting the portfolio with management of financial resources and budgeting. As part of their role, they report to the VP Finance to complete grant applications, budget for event expenses, and report and document club expenses as needed. Finance will collaborate with Logistics for fundraisers and with External Relations for external grants and sponsors.

CORE RESPONSIBILITIES

- Assist the portfolio in planning and organizing finances for events and daily operations
- Coordinate routine fundraising activities to support financial goals
- Develop and manage trip budgets for Nationals
- Prepare grant requests
- Ensure all financial data is accurate and updated consistently

ADDITIONAL QUALIFICATIONS

- Proficiency with Microsoft Excel and GSuite are assets

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
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LOGISTICS COORDINATOR



ROLE DESCRIPTION

Logistics coordinators will assist the portfolio through several initiatives, including planning itineraries for our Nationals trip in Toronto, ACE Invationals Competition in March, and other events as needed. Coordinators will secure venue bookings, and procure event set-up needs such as tables, seating, electronics, and decorations. This portfolio will work with Finance for fundraisers, and with External Relations for event execution.

CORE RESPONSIBILITIES

- Assist portfolio in planning and executing events
- Organize the Ace Invationals Competition (March 2026)
- Develop fundraiser itineraries in conjunction with Finance
- Plan guest speaker attendance with External Relations
- Develop even logistics and conduct research to determine additional venue necessities

ADDITIONAL QUALIFICATIONS

- Demonstrates a proactive approach to problem-solving
- Exhibits a strong willingness to learn and grow through constructive criticism
- Comfortable interacting with external stakeholders
- High attention to detail

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 21st-25th, 2026 (Toronto)
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EXTERNAL RELATIONS COORDINATOR



ROLE DESCRIPTION

External Relations coordinator will be responsible for representing Ace SFU in external stakeholder outreach. This role focuses on securing monetary and in-kind sponsorships and forming partnerships for club events and Ace Nationals.

CORE RESPONSIBILITIES

- Assist the portfolio by managing external outreach to effectively represent Ace SFU in organizational affairs
- Explore and pursue opportunities for potential in-kind and monetary sponsorships through personalized communications and meetings
- Maintain stakeholder relations
- Discover and establish potential partnerships with organizations

ADDITIONAL QUALIFICATIONS

- Demonstrates a proactive approach to problem-solving
- Exhibits a strong willingness to learn and grow through constructive criticism
- Comfortable interacting with external stakeholders
- Strong interpersonal skills are assets

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
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MARKETING STRATEGY COORDINATOR



ROLE DESCRIPTION

Marketing Strategy Coordinator collaborates with portfolio leads and cross-functional teams, including design and logistics, to develop and execute strategic marketing initiatives. This role focuses on enhancing brand visibility, driving engagement, and promoting ACE SFU events and fundraisers.

CORE RESPONSIBILITIES

- Develop and implement marketing strategies to promote ACE SFU initiatives, events, and fundraisers across digital platforms.
- Manage and optimize social media content (Instagram, LinkedIn, etc.) to align with organizational goals and audience engagement
- Copyright for social media and email content
- Collaborate with the design team to create visually cohesive promotional materials that reflect ACE SFU's brand identity.

ADDITIONAL QUALIFICATIONS

- Proficiency in Adobe Creative Suite and Figma, Photography / Videography are assets
- Knowledgeable about digital marketing, email marketing, and social media marketing.

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to March 2026
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DESIGN COORDINATOR



ROLE DESCRIPTION

Design coordinators will assist their portfolio in conceptualizing and creating design assets for external use such as corporate relations and marketing. Coordinators will work closely with Marketing & Media, but may interact with other departments. All work will be done on Figma, but programs such as Illustrator, Photoshop, and InDesign may be used as well. Keep in mind that Canva will not be used for design.

CORE RESPONSIBILITIES

- Assist in creating graphic and print assets for ACE SFU events, merchandise and social media.
- Assist in conceptualizing future ACE events
- Work collaboratively with the Marketing team to ensure optimal strategy

ADDITIONAL QUALIFICATIONS

- Must be comfortable with using or learning Figma. (Self-guided training modules will be provided to learn Figma at your own pace)
- Proficiency in the Adobe Creative Suite (Photoshop, Illustrator, AE, etc.) is an asset

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to April 2026
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 21st-25th, 2026 (Toronto)
- Approximately 5-7 hours of commitment per week includes portfolio meetings and training sessions

HUMAN RESOURCES COORDINATOR



ROLE DESCRIPTION

Human Resource coordinators ensure team members have necessary support for given tasks through cross-portfolio facilitation and conflict resolution. Coordinators will also work collaboratively to host team socials and bonding activities to enhance team efficiency.

CORE RESPONSIBILITIES

- Assist portfolio in providing support with administrative functioning of the organization
- Facilitate internal check-ins with the team throughout the organizational term
- Plan and execute internal events to maintain / increase engagement within ACE SFU
- Organize social events and team bonding initiatives

ADDITIONAL QUALIFICATIONS

- Proficiency in GSuite is an asset.

COMMITMENT REQUIRED

- Consistent weekly commitment from October 2025 to April 2026
- Mandatory attendance for Ace Canada Nationals Competition weekend on January 21st-25th, 2026 (Toronto)
- Approximately 5-7 hours of commitment per week includes portfolio meetings and training sessions