



Executive Hiring 2026-2027

Join the **Queen's Cancer Awareness Society (QCAS)** team! QCAS is a student-run organization at Queen's University that hosts a variety of events to raise funds for the Princess Margaret Cancer Foundation. We're looking for passionate and dedicated students who are interested in supporting our mission of raising cancer awareness, promoting education, and making a meaningful impact within the Queen's and Kingston communities.

Applications are due **Friday, September 18th, 2026 at 11:59 pm (ET)**.

Position	Co-Chair (1 position)
Description	The Co-Chair plays a leadership role in overseeing the overall direction, operations, and growth of QCAS. Working alongside the existing Co-Chair, they will support the executive team, coordinate initiatives across portfolios, and ensure that QCAS continues to fulfill its mission of raising awareness about cancer and supporting cancer-related initiatives. This position requires strong leadership, organization, communication, and teamwork skills.
Key Responsibilities	• Work collaboratively with the other Co-Chair to oversee QCAS operations, initiatives, and events. • Provide guidance and support to executive members throughout the year. • Organize and lead executive meetings, establish agendas, and communicate important updates. • Ensure that different portfolios are working collaboratively and meeting their responsibilities and timelines. • Support the planning and execution of QCAS events, fundraisers, educational initiatives, and outreach activities. • Maintain communication with external organizations, campus partners, and other stakeholders when necessary. • Help establish QCAS goals and priorities for the academic year and monitor progress toward them. • Promote a positive, collaborative, and inclusive environment within the executive team.

	• Participate in QCAS events.
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Position	First-year Intern (1 position)
Description	The First-Year Intern is responsible for increasing awareness of QCAS among first-year students while gaining experience across different areas of the organization. This position provides an opportunity for a first-year student to become involved in QCAS, contribute to club initiatives, and learn about the responsibilities of different executive portfolios. The First-Year Intern will support outreach efforts and assist other executives with events, marketing, education, and other initiatives as needed.
Key Responsibilities	• Promote QCAS and its initiatives to first-year students across campus and in residence communities. • Help distribute promotional materials and share information about upcoming QCAS events and opportunities. • Support executive members with ongoing projects and initiatives as needed. • Assist with event preparation, promotion, and execution. • Encourage first-year students to participate in QCAS events and initiatives. • Attend executive meetings to learn about the operations of QCAS and contribute ideas from a first-year student perspective. • Participate in QCAS events.

Position	Education Executive (1 position)
Description	The Education Executive is responsible for developing engaging, accurate, and accessible educational content about cancer-related topics. They will research relevant areas of cancer prevention, treatment, research, awareness, and health equity and collaborate with the Marketing Executive to transform this information into educational content for QCAS platforms. This position is well suited

	for someone interested in cancer research, health education, and science communication.
Key Responsibilities	• Research relevant and timely cancer-related topics using credible and evidence-based sources. • Collaborate with the Marketing Executive by providing researched information for them to turn into informative and engaging social media posts. • Identify important cancer awareness dates and topics that can be incorporated into QCAS's educational programming. • Support the development of educational materials for events, campaigns, and other initiatives. • Participate in QCAS events.

Position	Marketing Executive (1 position)
Description	The Marketing Executive is responsible for promoting QCAS's mission, events, educational initiatives, and opportunities across its digital and physical platforms. This role involves developing engaging promotional materials, managing QCAS's social media presence, and collaborating with other portfolios to effectively communicate QCAS initiatives to the Queen's community. The Marketing Executive should be creative, organized, and comfortable with social media and digital content creation.
Key Responsibilities	• Create engaging social media content (Instagram posts, stories, reels, posters, event advertisements) promoting QCAS initiatives and highlighting important cancer awareness dates. • Collaborate with the Education Executive to transform cancer-related research into engaging educational posts. • Maintain brand consistency and messaging across all marketing materials. • Develop marketing strategies and timelines for major events and initiatives. • Monitor social media engagement and identify opportunities to increase QCAS's reach among Queen's students.

	• Participate in QCAS events.
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Position	Outreach Executive (1 position)
Description	The Outreach Executive is responsible for strengthening QCAS's relationships with the Queen's community and external organizations. This role combines student and community outreach by identifying opportunities for collaboration, increasing awareness of QCAS, and building partnerships with student groups, charities, healthcare organizations, and individuals involved in cancer research and advocacy. The Outreach Executive will also support volunteer, fundraising, and educational initiatives that expand QCAS's impact.
Key Responsibilities	• Establish and maintain relationships with Queen's student organizations, community groups, charities, and health-related organizations. • Identify opportunities for collaborations, volunteer initiatives, and community involvement. • Collaborate with the Events team to develop fundraising and community engagement initiatives. • Reach out to researchers, healthcare professionals, community leaders, and other individuals who may participate in QCAS panels or educational events. • Identify opportunities for QCAS to collaborate with cancer research and support organizations. • Participate in QCAS events.

Position	Sponsorship Executive (1 position)
Description	The Sponsorship Executive is responsible for developing partnerships with businesses, organizations, and other potential sponsors to support QCAS events and initiatives. This position involves researching prospective sponsors, collaborating with the Outreach Executive, and communicating the value of partnering with QCAS. The Sponsorship Executive will also collaborate with the

	Events and Finance teams to secure financial or in-kind support while maintaining positive relationships with QCAS partners.
Key Responsibilities	• Identify and research potential sponsors aligned with QCAS's mission and events. • Initiate contact with potential sponsors through professional and persuasive communication. • Conduct calls, send emails, and arrange Zoom meetings to present our organization's value proposition and partnership opportunities. • Build and maintain relationships with sponsors, ensuring effective ongoing communication. • Collaborate with the Events team to ensure sponsor requirements are fulfilled during events. • Participate in QCAS events.

Position	Finance Executive (1 position)
Description	The Finance Executive is responsible for managing QCAS's finances and ensuring that club funds are handled accurately, responsibly, and transparently. This position involves developing and monitoring the annual budget, tracking revenues and expenses, managing reimbursements and payments, and supporting the financial planning of QCAS events and initiatives. The Finance Executive will collaborate with the Co-Chairs, Sponsorship, and Events teams to ensure that QCAS's financial resources are used effectively.
Key Responsibilities	• Oversee and maintain accurate financial records of QCAS's expenses, ensuring proper documentation and tracking. • Collaborate with Co-Chairs to create and finalize the budget for the upcoming year, aligning financial planning with the club's goals and needs. • Collaborate with the Events team to establish budgets for events and fundraising initiatives. • Organize and manage the distribution and collection of funds, ensuring efficient handling and proper allocation of financial resources.

	• Participate in QCAS events.
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Position	Events Executives (2 positions)
Description	The Events Executives are responsible for planning, organizing, and executing QCAS events throughout the academic year. This includes educational events, speaker panels, fundraisers, workshops, social events, and other initiatives that support QCAS's mission. The Events team will work collaboratively with one another and the rest of the executive team to ensure all events are engaging, well-organized, and successfully executed.
Key Responsibilities	• Plan and coordinate all events for QCAS, including meetings, conferences, workshops, and social gatherings. • Conduct thorough research to select suitable venues for each event, considering factors such as capacity, location, and amenities. • Initiate contact and maintain relationships with venues, negotiating contracts and ensuring all logistical details are in place. • Create detailed event plans, including timelines, budgets, and task assignments. • Coordinate with the marketing team to promote events through various channels and ensure consistent branding. • Arrange necessary equipment, decorations, catering, and other event-related services. • Participate in QCAS events.