

MedBridge Halifax Chapter — Chapter Application

Application For Chapter Roles Serving The Halifax Area

Open to the Halifax-area community: This application is open to people studying, working, teaching, volunteering, or otherwise meaningfully connected to the Halifax area, including Halifax, Dartmouth, nearby communities, students, recent graduates, educators, healthcare-interested individuals, and community members.

Application materials: Submit this completed application together with a current resume. Attach your resume as a **PDF only**, or provide a direct link in Section 1. Portfolio, LinkedIn, project, or work-sample links are optional.

Commitment: Chapter roles generally require around **4+ hours per week**, with time varying by project cycles, chapter launches, events, and major initiatives.

Submission: Send this completed form and your resume to **ahnaamouredu@gmail.com**.

Application responses: Unless otherwise noted, all questions are required.

Halifax Chapter Roles

Chapter Lead

Mandate: Lead Halifax Chapter, coordinate the chapter team, and serve as the primary local liaison to MedBridge Headquarters and Halifax-area partners.

Core duties: Run chapter meetings; track goals; coordinate local priorities; support chapter development; and maintain alignment with MedBridge standards.

Partnerships and Relations Lead

Mandate: Build relationships for Halifax Chapter with speakers, community partners, schools, healthcare groups, and sponsors in the Halifax area.

Core duties: Source speakers; develop outreach opportunities; identify partner and sponsor prospects; and maintain the partnership pipeline.

Finance and Funding Lead

Mandate: Support responsible Halifax Chapter finances, budgeting, grants, and funding administration.

Core duties: Maintain financial records; track receipts and reimbursements; research funding opportunities; prepare funding applications; and coordinate with MedBridge Headquarters.

Marketing and Membership Lead

Mandate: Grow Halifax Chapter membership and build MedBridge visibility in the Halifax area.

Core duties: Run recruitment campaigns; onboard members; manage chapter communications and social media; promote events; and follow MedBridge brand guidelines. Applicants should be familiar with Instagram and LinkedIn. Experience with website development is considered an asset but is not required.

Programs and Events Lead

Mandate: Develop and deliver programs and events specific to Halifax Chapter and the Halifax-area community.

Core duties: Coordinate venues, logistics, schedules, volunteers, speakers, registration, and event-day operations; and support major MedBridge initiatives held in or involving Halifax.

Section 1 — Applicant Details

1. Full name

2. Email address

3. Primary occupation

4. School, organization, workplace, or community affiliation

5. Program of study, year of study, department, role, or area of work

6. Province, state, or region of residence

7. Resume link or attached-file confirmation — **PDF only**

8. Portfolio, LinkedIn, or supporting work links (*Optional*)

Section 2 — Role and Alignment

9. Role for which you are applying

- ☐ Chapter Lead
- ☐ Partnerships and Relations Lead
- ☐ Finance and Funding Lead
- ☐ Marketing and Membership Lead
- ☐ Programs and Events Lead

10. Which areas are you passionate about?

- ☐ Healthcare and Clinical Sciences ☐ Education and Mentorship
- ☐ Business, Finance, and Non-Profit Strategy ☐ Marketing and Media
- ☐ Community Impact and Youth Leadership ☐ Other: _____

11. Why do you want to join MedBridge and contribute to this area in Halifax Chapter and the Halifax-area community?

12. Describe one relevant project, venture, event, or system you completed or led.

13. If accepted, what would you aim to accomplish in your first 60 days, and what support team might you build?

Section 3 — Availability and Role Acknowledgement

14. I understand that this chapter role generally requires around 4+ hours per week.

☐ Yes, I understand and can commit ☐ I would like to discuss my availability