Invites applications for the following position(s):

**COMPETITION NUMBER: 512**

**Administrative and Professional Staff (APSA)**

**Temporary Position**

**EVENT COORDINATOR, GRADE 7**

**SFU’S BIG DATA HUB, VICE-PRESIDENT RESEARCH**

POSITION NUMBER: 122006

**POSITION OUTLINE:**
The Event Coordinator supports SFU’s Big Data Hub marketing and outreach strategies by planning and managing all event arrangements and services for the Hub facility. The Coordinator is the principal contact and performs a critical role in the development and successful delivery of events that enhance the profile and support the objectives of KEY, SFU’s Big Data Initiative. Acting as the lead event planner of all signature events for KEY, the Coordinator consults with internal and external clients; provides event planning services; negotiates contracts and service rates; coordinates the Hub team with other university service departments; and ensures that services are rendered accordingly.

**QUALIFICATIONS:**
- Diploma in Business Administration, Event Planning, Hospitality Management or related discipline and four years of experience in event management, including experience managing large, high-profile events, or an equivalent combination of education, training, and experience.
- Excellent knowledge of audience engagement principles.
- Good knowledge of event management industry best practices.
- Good knowledge of budget development, administration, and cost control methods.
- Good knowledge of university policies and procedures.
- Good knowledge of audio-visual requirements for events.
- Excellent customer service skills with the ability to build and maintain positive relationships with clients and suppliers, both internal and external to the University.
- Excellent organizational, planning, project coordination, negotiation, and conflict management skills.
- Excellent problem-solving skills.
- Excellent attention to detail.
- Excellent interpersonal and communication (verbal, written, and presentation) skills.
- Excellent supervisory and mentorship skills.
- Excellent time management skills, and the ability to schedule and manage multiple events concurrently, including the ability to coordinate multiple facets of an event simultaneously.
- Ability to exercise a high level of diplomacy, tact, confidentiality, and discretion in both internal/external client and stakeholder interactions.
- Ability to develop ideas and present to the supervisor.
- Ability to research, analyze and compile data to support strategic decision-making.
- Ability to work independently and as part of a team.
- Proficient in the use administrative, project management, database, and event bookings systems.
- Proficient in the use of word processing, spreadsheet, presentation, and collaboration applications (e.g., Word, Excel, PowerPoint, Slack etc.).
- Ability to work in a fast-paced environment and meet firm deadlines.
- Ability to work flexible hours (including early mornings, evenings, weekends) or long hours.
- Ability to arrange suitable travel within the Lower Mainland and work both at on-campus and off-campus event venues.

**SALARY RANGE:** $54,900 to $65,561 per annum

**START DATE:** ASAP

**POSITION END DATE:** March 31, 2020

A detailed resume and cover letter quoting Competition #512 must be received in our office by 4:30 pm on September 7, 2017, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment.

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings).