

**EMPLOYMENT OPPORTUNITY
Event & Volunteer Coordinator**

Start date:	Monday, November 7, 2016
End date:	Friday, April 28, 2017
Salary:	\$19.00 - 20.50 per hour, commensurate with experience
Hours:	Full-time, 35 hours per week
Location:	SFU Vancouver (Harbour Centre campus), 3rd Floor, 515 West Hastings St., Vancouver
Closing Date:	Thursday, October 27, 2016 – midnight (12:00 am) PT

Applicant must be an SFU student or recently graduated alumni. This position is open to SFU co-op students.

Applicants should submit their package (with all material attached in one PDF file) via email with name and position in the subject line, attention to:

Janet Webber, Executive Director, SFU Public Square public_square@sfu.ca

Please include:

1. Cover letter
2. Resume
3. Written response (200 word max.) to the following question: *What are the benefits of successful community engagement?*

We thank all applicants, but only those invited for interviews will be contacted.

About SFU Public Square:

SFU Public Square a signature program to advance the university's community engagement strategy. Its aim is to be the "go-to" convener for serious and productive dialogues on important public issues, working to diffuse polarization and promote community building and democratic development.

About the Community Summit:

Each year, SFU Public Square produces a Community Summit, a multi-modal, intense week of events and activities that showcases the university's commitment to engagement on an issue of public concern. The Community Summit works with myriad community partners and sponsors and engages students, staff, faculty, alumni and the public to produce 8 to 16 events over a week-long period. SFU Public Square also works with media outlets to amplify the key messages of the Community Summit and to raise the profile of SFU as an 'engaged university'.

Position Description:

As the **Event and Volunteer Coordinator**, you will be a key supportive member and will work closely with others on the SFU Public Square team to deliver SFU Public Square activity and events, including the 2017 Community Summit focused on the theme of Canada and the World. You will report to the Executive Director and Community Summit Project Manager. The Event & Volunteer Coordinator will drive the volunteer management program and provide ongoing support to volunteers before, during and after the community summit. This position will oversee logistics and operations for all SFU Public Square activities. This is a dynamic work environment and the position requires flexibility, the ability to

think on your feet and manage multiple responsibilities. Candidate must enjoy working with people, be solution focused, and have a keen interest in and knowledge of community engagement, dialogue and democratic development. Candidate must possess the ability to work independently and collaboratively, and be committed to maintaining good working relationships with the rest of the project team, partners, suppliers, and volunteers. Candidates must have the ability and desire to work in a dynamic and ambiguous learning environment.

Role and Responsibilities:

- Plan and manage the execution of all event operations and logistics giving special consideration to accessibility, insurance, legal and health and safety requirements;
- Work closely with external vendors and suppliers as well as internal departments (facilities, catering, IT, AV, etc.) for coordination of off-site and on campus events;
- Update and maintain event tracking systems and produce event collateral including RSVP lists, seating cards, nametags, tent-cards, and other items as required;
- Provide oversight at events and proactively handle registration and issues, troubleshoot urgent requests and changes smoothly;
- Work in consultation with the Communications Coordinator to develop engaging content for website, e-newsletter, social media channels, SFU Public Square blog, media outlets and print material to promote events and volunteer recruitment;
- Support the Program Assistant in maintaining an events and activity calendar and tracking event finances including contracts, purchase orders, invoices, and cheque requisitions;
- Develop, implement, and coordinate the SFU Public Square volunteer program;
- Recruit, diversify, motivate, encourage mentorship, and supervise SFU Public Square's network of volunteers;
- Organize volunteer interviews, resource packages and orientation, training, development, and evaluation;
- Oversee day-to-day scheduling, time tracking, activity, and event manuals for volunteers;
- Capture and update contact information of key liaisons including volunteers, vendors and suppliers, in the SFU Public Square database (in accordance with the BC Privacy Act);
- Liaise regularly with Executive Director and Project Manager on work planning and submission of reports;
- Attend weekly staff meetings; provide updates and reports on all volunteer and events activity.

Qualifications:

- SFU student or alumni;
- Effective interpersonal, oral and written communication abilities with diverse groups and individuals in English, additional language(s) considered an asset;
- Previous experience in event planning and hosting;
- Previous experience coordinating a volunteer program;
- Pronounced time management, organizational, problem solving and planning skills;
- Strong sense of team and supportive of a workplace that values collaboration and a "learning culture";
- Ability to work in an environment where priorities change frequently;
- Detail oriented with a healthy work ethic;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) is essential;
- Experience working in an open office setting;
- Ability to work independently and collaboratively;
- Ability to work evenings and weekends and travel in support of SFU Public Square activity as required.