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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Events Coordinator**  |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Maroons Coordinator  |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 hours per week (on average) |

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| **General Scope of Duties**  |
| The Events Coordinator is responsible for promoting MSU events for all undergraduate students, organizing Maroons specific events for Maroons Representatives and undergraduate students and facilitates a positive social environment for all undergraduate students. In addition, the Events Coordinator is responsible for working with Hamilton community groups to create volunteer opportunities for Maroons Representatives.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 50% | * Coordinate participation and attendance at Maroons social events
* Plan and execute Maroon Rep bonding events during the year to raise team morale
* Plan and execute events during the year open to all undergraduate students in order to encourage first- and upper-year involvement and interaction with the service
* Adapt to online platforms as required
* Act as a supervisory figure at Maroon events
* Lead a Pod during Welcome Week, along with co-pod leader
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| Financial & Budgeting Function  | 5% | * Work with the Maroons Coordinator to ensure that event budgets align with the Maroons service budget
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| Communications Function  | 20% | * Liaise and communicate with the Hamilton community in order to secure Maroons participation within community events (Santa Claus Parade, Pumpkin Carving, Pumpkin Hike, etc.)
* Communicate events schedules efficiently and on time with the Rep team
* Communicate with the rest of the Maroons Leadership Team while making decisions for the service
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| Advertising & Promotions Function  | 15% | * Work with the Maroons Promotions Coordinator to create promotional material for social events
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| Other  | 10% | * Attend weekly Leadership Team meetings with the Maroons Coordinator
* Actively seek additional ways in which the Maroons can become more involved within the Hamilton Community
* Work with Maroons Fundraising Coordinator to aid with fundraising events
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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs (Word, Excel, Teams) and Zoom
* Organizational and time management skills required
* Event planning experience is an asset
* Organizational and time management skills
* Skills to work independently and manage others
* Interpersonal skills
* Written and oral communication skills
* Familiarity with the MSU
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| **Effort & Responsibility** |
| * Demanding hours of work required preceding and during events
* Communication with MSU businesses, services and clubs
* Communication with University departments, including but not limited to the McMaster Alumni Association
* Responsible for maintaining an appropriate and positive image of the MSU
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| **Working Conditions** |
| * Time demands may exceed stated hours of work
* Heavy lifting may be required
* Role may be conducted virtually if required
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| **Training and Experience** |
| * Previous experience with the Maroons is an asset
* Participation in Maroons Leadership Team training (provided)
* Participation in McMaster Welcome Week Training (provided)
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| **Equipment**  |
| * Personal Computer
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