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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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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 |
| Financial & Budgeting Function | 5% | * Work with the Maroons Coordinator to ensure that event budgets align with the Maroons service budget |
| 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 |
| Advertising & Promotions Function | 15% | * Work with the Maroons Promotions Coordinator to create promotional material for social events |
| 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 |