

## Job Description

### Member Services Coordinator, Events (Full-Time)

**Description:** The Member Services Coordinator, Events is responsible for coordinating the development and delivery of event support services for the Simon Fraser Student Society and its members, including clubs, student unions, constituency groups and other student groups. The position will develop and implement new events, support existing events and build and strengthen relationships with student groups, SFSS staff, SFU staff and other key stakeholders. Other related duties at the request of the Chief Executive Officer (CEO).

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a full time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

**Working Relationship(s)/Role in Organizational Structure:** The Member Services Coordinator reports to the Chief Executive Officer and may supervise SFSS General Office Administrative Assistants.

#### **Duties and Responsibilities:**

1. Event Planning
  - ✓ Develop and post annual events calendar.
  - ✓ Work collaboratively with the Simon Fraser Student Society and its members, including clubs, student unions, constituency groups and other student groups, to identify and develop new events or stage existing events that will improve the social, academic, financial and/or health and well-being conditions of undergraduate students.
  - ✓ Connect with event leaders each semester to determine the type and amount of support required.
  - ✓ Secure the financial resources necessary to stage the event.
  - ✓ Ensure that event plans are completed and shared with the applicable event committee or, in the absence of a committee, with the Board of Directors and CEO.

- ✓ Act as the SFSS contact person during event implementation.
- ✓ Event plans shall include the following information:
  - i. A budget, showing projected expenses and sources of revenue
  - ii. An overview of the event
  - iii. Overview of the target audience
  - iv. Estimated attendance
  - v. Venue required to host the event
  - vi. Equipment and other amenities required
  - vii. Communications plan
  - viii. Description of roles and responsibilities for event volunteers
  - ix. Completed risk assessment checklist and risk management plan
  - x. Completed accessibility checklist
  - xi. Event implementation timeline
- 2. Event Implementation
  - ✓ Liaise with representatives from SFU, SFSS and external vendors to ensure that venues and equipment are secured, food, beverage and other amenities are arranged and all necessary agreements are in place.
  - ✓ Ensure that appropriate volunteer and/or staff support is in place to stage the event.
  - ✓ Ensure that staff and volunteers receive the training and support they need to perform their roles.
  - ✓ Secure the necessary permits, licenses, approvals, certificates of insurance to stage the event.
  - ✓ Act as the SFSS contact person during event implementation
- 3. Event Evaluation
  - ✓ Complete and submit an event evaluation and submit it to the event committee and the CEO. The evaluation will include:
    - i. A review of the goals achieved as per the initial event submission
    - ii. Identification of “what worked” and what we need to improve upon if we stage a similar event
- 4. Other related duties at the request of the Chief Executive Officer

To apply, email your resume and cover letter to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **Events Coordinator** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be

received no later than **4 PM (PST) Monday, October 15<sup>th</sup>, 2018**. Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours and a post-secondary degree or diploma in relevant field is required. Only shortlisted candidates will be contacted.