Job Posting: Events Coordinator  
Posted: November 5, 2021

**Position type:** Permanent part-time, 10 hours/week  
**Wage:** $24.23/hour

**ABOUT THE UVIC GRADUATE STUDENTS’ SOCIETY (GSS)**

The GSS is a non-profit society serving nearly 3000 graduate students studying at UVIC. We provide services like the UPASS (bus pass), Extended Health and Dental insurance, meeting spaces, and democratic representation on campus to grad students. Our goal is to improve the welfare of our members and the experience of graduate studies at UVic.

**ABOUT THE POSITION**

The Events Coordinator is responsible for all aspects of GSS standing events and assisting in coordinating social, academic, and professional events and outings for our members as planned by the Events Committee. The ideal candidate can develop events that appeal to our diverse membership and create promotional materials that get grad students out of their heads and into a social spaces. This job needs someone who can organize event logistics, work independently and keep others in the loop. If you are comfortable engaging grad students and are able to make them feel welcome and included this job could be for you. This position does **not** qualify for extended health and dental benefits. This is a unionized position.

**SCHEDULE:**

Varied and flexible according to the schedule of events. Must be available for some evenings and weekends, as well as some work during regular office hours (Mon –Fri. 9:00 am to 4:30 pm). **Averages 10 hours of work per week.** Where no Events Committee events are scheduled, the regular working hours will be:

- Wednesday: 8:30-11:30 for Wednesday Coffee
- Friday: 12:00-3:00 for Crafty Friday

Plus 4 hours for monthly Events Committee meetings, event planning, administration, and reporting. Additional hours are typically banked as lieu time to be taken off during the regular GSS closures.

**DUTIES:**

- Support GSS events ranging from open mic events, BBQs, and crafting events to group tours of tourist destinations around greater Victoria
- Develop and facilitate recurring GSS events to engage graduate students in social, recreational, academic and professional development activities
- Facilitate orientation social events for GSS and support UVic organized graduate student orientation socials
- Coordinate, schedule and supervise event volunteers
- Assist Director of Service to coordinate and publicize events for GSS members
- Attend Events Committee meetings
- Attend events to set up, clean up and host
- Complete reports on event attendance and attendee feedback
- Arrange for audio-visual equipment bookings for all GSS events, including governance events, as needed
- Ensure bookings, payments, and other logistical concerns are completed well in advance of events
- Book group tours and activities with community recreation centres, tour groups, etc.
- Develop promotional materials for events and distribute them around campus
- Update outdoor sign to advertise GSS events
- Solicit sponsorships and door prize donations from local businesses and assists with funding proposals
- Other duties as assigned
SKILLS & QUALIFICATIONS

- Experience planning and executing events
- Able to solicit donations and advertisers
- Experience with volunteer coordination
- Creative problem solver, and can work independently
- Friendly, outgoing and comfortable with intercultural communication
- Organized, exercises time management with limited resources
- Strong written and verbal communication skills
- Experience with poster/graphic design
- Fluent in use of social media platforms (Twitter, Facebook, Instagram)
- Basic computing skills (website content management, Word, Outlook)
- Calm under pressure
- Serving It Right, FoodSafe, and/or First Aid an asset

HOW TO APPLY:

Send your cover letter and resume to the attention of Ms. Kyla Turner, Executive Director via email to gssjobs@uvic.ca. Please attach the cover letter and resume as a single PDF file and use “Event Coordinator Posting” as the email subject.

Interviews for this position will be conducted remotely and will take place on a rolling basis.

As a unionized workplace, the GSS will consider any qualified internal candidates prior to those from external candidates. The GSS also prioritizes applications from qualified graduate student candidates.

We thank all applicants in advance for their time and consideration however only candidates considered for an interview will be contacted.

This posting will close on November 19, 2021 at 5:00 pm or once the position is filled.