

Job Description



Job Title:	Events Coordinator
Department:	Office of the Dean of Engineering
Reports To:	Events Manager
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	February 2020

Primary Purpose

The Events Coordinator provides administrative, project coordination, and event logistics support for the Advancement Unit within the Faculty of Engineering. The Coordinator will play an active role supporting the Events Manager with the smooth functioning of events (both in person and virtual) within the faculty. This role will also organize and lead specific events including donor relations events, staff workshops and recruitment events.

Key Accountabilities

Event Coordination

- Lead the coordination of all donor relations and recruitment events, staff workshops and large meetings
- Assist the Events Manager to ensure the smooth and effective implementation of all faculty signature and alumni events including event logistics (i.e. monitoring registration databases, evaluating requirements, booking rooms and equipment, ordering food, ordering signage, booking hotels, ordering gifts, producing name tags and designing and ordering t-shirts) as needed
- Use virtual event platforms to manage virtual events and meetings, including managing panelists, setting up events, running video content and polls, monitoring live chats and offering technical support to participants as needed.
- Assist the Events Manager with procurement of swag and supplies for each event
- Act as the back-up to the Events Manager during each event, requiring complete knowledge of every event scenario and volunteer roles and responsibilities; negotiate and solve any unforeseen problems that may arise
- Coordination and recruitment of numerous volunteers for each event specifically for Undergraduate Recruitment events and Reunion
- Process invoices and travel expense claims for student volunteers who participate in events
- Solicit and compile feedback for post-event "wrap-up" sessions
- Work with Departments to coordinate marketing/communications materials needed for various internal and external events, including the coordination of the development and production of signage and banners
- Create copy, digital templates, invitations, registration pages and marketing materials to assist in the promotion of engineering events.
- Support departments in the posting of Event content across faculty and department sites.
- Assist with social media content posting and monitoring related to events as required.
- Provide support for large meetings, including scheduling the meetings and organizing catering as required

Job Description



<ul style="list-style-type: none">• Identifying and overseeing online registration system for all events• Work with Events Manager to respond to all booking inquiries for event space in a timely manner
Office Administration <ul style="list-style-type: none">• Act as a back-up for Administrative Assistant during busy times, requiring knowledge of all areas of the Advancement Unit including using alumni/donor database, and other advancement related tools

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• Post-secondary education in event management or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• 2-3 years of project coordination, events experience in a complex, dynamic and fast-paced environment• Experience in a University environment an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Demonstrated superior client service skills• Demonstrated project coordination experience• Event coordination experience• Exceptional planning and organizational abilities• Demonstrated networking, research and problem solving skills• Proven ability to meet strict deadlines without compromising quality• Demonstrated self-starter who takes initiative• Sound judgment, tact and diplomacy• Good oral and written communication skills• Familiarity with database, spreadsheet and web site maintenance software• Microsoft Office including proficiency with Excel and PowerPoint• Experience with Adobe Creative Suite including Photoshop and InDesign• Experience using web content management systems (i.e. Wordpress)• Experience using virtual event platforms including Zoom, WebEx and MS Teams• Personal interest and experience using social media platforms• Knowledge of Waterloo Engineering an asset

Nature and Scope

- **Contacts:** Share information with faculty, staff, senior administrators and external vendors. Collaborate with students and event volunteers. Take direction from the Associate Director, Advancement Operations and the Events Manager
- **Level of Responsibility:** Accountable and responsible for navigating projects from start to finish with minimal supervision. Consultation with Manager and other team members as appropriate for non-routine issues.
- **Decision-Making Authority:** Responsible for timing and execution of all duties; problem solving within established processes.
- **Physical and Sensory Demands:** Excellent attention to detail is required. Extensive sitting and computer work. Some lifting and extensive standing/walking during events.
- **Working Environment:** Minimal demands typical of an office based position. Involves occasional off-campus travel and work in evenings and weekends.