### Job Description

**Job Title:** Special Events Coordinator  
**Department:** Federation of Students  
**Reports To:** Director of Campus Life  
**Jobs Reporting:** None  
**Salary Grade:** 6  
**Effective Date:** August 2018

#### Primary Purpose
The Special Events Coordinator is responsible for developing, coordinating, and delivering diverse programs and events aimed at enhancing the student life experience for the undergraduate students on campus. The Special Events Coordinator will function primarily in the area of entertainment involving student engagement, programming and event management, volunteer management and administrative capacities.

#### Key Accountabilities

**Event Implementation**
- Stays informed of current issues by researching student needs surrounding social and academic issues and attending approved conferences, meetings, and educational sessions to ensure events and programs have a current and relevant message to our student audience.
- Ensures all events are developed with specific learning outcomes to enhance the student experience.
- Ensures event continuity by developing timely reports on each event. Provides a detailed follow-up report on all events.
- Regularly compiles this information and uses it to review, with the Director, Campus Life, the impact of our programming and identify areas of improvement.

**Recruits, trains, empowers, and manages a team of student volunteers**
- Engages students by challenging them to take on various workloads with respect to the execution, marketing, and planning of special events.
- Encourages student input into events and programs.
- Provides ongoing training, coaching, and mentorship to student leaders.
- Organizes and executes a volunteer appreciation event for students directly involved in the executed events.

**Event Support**
- Solicits sponsorship on an as needed basis for events.
Job Description

- Facilitates marketing, sponsorship, and partnerships for events and programs
- Works with the Marketing Coordinator, Campus Life to ensure adequate marketing for each event occurs.

Required Qualifications

**Education**
- Post-secondary degree in a related discipline with a demonstrated ability to relate to University student experiences is essential

**Experience**
- Knowledge of the campus environment at the University Level and some knowledge of post-secondary education issues
- Experience with event planning and management, preferably in a leadership position
- Experience recruiting and managing staff or volunteers
- Demonstrated ability to be creative and engaging in event/idea generation
- Previous experience booking live entertainment and negotiating contracts
- Strong organizational skills
- Previous experience in gaining sponsorship for events
- Some past experience in program assessment
- Excellent written and verbal communication skills

**Knowledge/Skills/Abilities**
- Ability to handle multiple projects/events concurrently
- Must be current in student trends
- Knowledgeable in current social media platforms
- Able to coordinate partnerships with UW Departments, student groups and sponsors

Nature and Scope

**Contacts:** Responsible for ensuring personal contacts with Department Managers who are involved in the implementation of special events. Also responsible to seek out and confirm corporate sponsors.

**Level of Responsibility:** The position is responsible for each event, from its planning stages, into execution, and post event analysis, as well as responsible for student leaders and volunteers working with them.

**Decision-Making Authority:** Responsible and accountable for implementing the established programming priorities and addressing the changes to strategic plans by consulting directly with the Director, Campus Life as appropriate.

**Physical and Sensory Demands:** The incumbent works in an open concept environment. Some light lifting involved.

**Working Environment:** Minimal exposure to disagreeable conditions. Regular evening and weekend work required.