

Job Title: Community and Events Manager
Department: VP, Admin & Finance, R&T Park
Reports To: Director, David Johnston Research + Technology Park
Jobs Reporting: Director, David Johnston Research + Technology Park
Salary Grade: USG 6
Effective Date: October 1, 2023

Primary Purpose

The incumbent is responsible for community management, tenant relations, and the planning and execution of social and community events aimed at fostering connections between tenants and with the University. The role supports the Director in the attraction of new tenants, the retention and expansion of existing tenants, and the creation of mutual benefit between tenants and the University of Waterloo.

Key Accountabilities

<p>Tenant Relations</p> <ul style="list-style-type: none"> • Develop and effectively manage relationships with tenants and landlords in R+T Park to understand their needs, challenges, and identify opportunities for collaboration • Anticipate and address issues or challenges that may arise during events or within the community • Adapt strategies and plans as needed to ensure successful outcomes
<p>Event Management</p> <ul style="list-style-type: none"> • Develop, manage and execute events within R+T Park to build community, create a sense of belonging and foster relationships with University stakeholders • Develop opportunities to engage prospective tenants, the University, and the broader community in events to highlight R+T Park as a desirable location • Collaborate and partner with internal and external stakeholders, sponsors, and vendors to ensure the success of events and community initiatives • Coordinate all logistical aspects of events, including budgeting, catering, and registration
<p>Rec Leagues Management</p> <ul style="list-style-type: none"> • Coordinate and manage the R+T park recreational leagues, including communicating with participants, handling registration, posting updates (rules, schedules, scores, etc.) to the R+T park website • Managing an end of season celebration for winning teams • Ensures a positive, enjoyable, and safe recreational experience for participants • Understands and advocates for the impact that physical activity can have in proactively supporting mental health, developing resilience, and building social connections • Considers the experiences of equity-deserving groups and potential challenges faced by our diverse community

- Continually evaluates and evolves programming to overcome barriers to participation

Social Media and Digital Content

- Working with the Director to develop content for R+T Park’s website newsletter and social media channels to promote events and opportunities in R+T Park
- Explore new ideas and innovated approaches to enhance community engagement and create memorable events
- Ensures consistency, accuracy and excellence in quality and content of messaging in all materials.

**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

- College Diploma or University Degree in a related field
- Equivalent combination of education and/or experience will be considered

Experience

- Minimum of two years of relevant experience

Knowledge/Skills/Abilities

- Knowledge of communications planning, event marketing and digital media
- Ability to liaise with various stakeholders and maintain relationships
- An understanding of community relations best practices and event management
- Strong planning and organizational skills
- Basic photography and graphic design an asset but not essential

Nature and Scope

- **Contacts:** Working primarily with the Director, R+T Park, and tenants/landlords in R+T Park
- **Level of Responsibility:** Individual contributor
- **Decision-Making Authority:** Small procurement such as supplies, design services, rentals
- **Physical and Sensory Demands:** Some physical work for event setup and cleanup; ability to work in an environment with changing priorities and multiple projects; opportunities to shape role
- **Working Environment:** Primarily office based with some outdoor work for events, mostly between May-Sept.