#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Event Coordinator, Elders Gathering

**Job Number:** A-485 | VIP: 1949

**Band:** OPSEU-5

**Department:** First Peoples House of Learning

**Supervisor Title:** Director, First Peoples House of Learning

**Last Reviewed:**  October 23, 2023

#### **Job Purpose:**

Under the supervision of the Director of First Peoples House of Learning, the Event Coordinator, Elders Gathering bears primary responsibility for the general oversight and planning of the Elders Gathering.

The position shares responsibility for training and supervision of student staff; and recruitment, training and supervision of volunteers; for executing event planning and support services for the Elders Gathering, communication and coordination of the Elders Gathering community committee, and for completion and tracking of finances and other paperwork regarding the Elders Gathering.

#### Key Activities:

##### Event Coordination

* Oversees the vision, planning and support of the Elders Gathering.
* With the Director, First Peoples House of Learning, oversees contracts and honourariums for Elders, helpers, keynote speakers and special guests.
* Coordinates with internal departments for the arrangement and confirmation of accommodations, classrooms, and other facilities.
* Coordinates internal departments and external providers the arrangement and confirmation of all event services such as registration, food and beverage, parking, audio visual and signage.
* Coordinates Elders Gathering community committee for consultation and lead volunteer roles.
* Ensures proper staff levels provided for assigned event roles.
* Coordinates online registration by creating registration forms and tracking registrations and generating reports.
* Supports the Elders Gathering website information and materials, as well as marketing and outreach.
* Coordinates with Communications support for all social media and other online and print marketing and event materials.
* Coordinates with Administrative Coordinator, FPHL, Director, FPHL and External Relations regarding budget, expenses and donations/sponsorship
* Communicates with committee on a regular basis via email, phone or in person to ensure awareness of expectations and plan accordingly.
* Ensure insurance coverage is provided through the University.
* Coordinates with event setup as required.
* Coordinates, trains, and supports event volunteers, assists in the training and support of student staff.
* Responsible for onsite supervision of Elders Gathering, including evening and weekend scheduling, as required.
* Coordinates with Trent Conference Services, IT and Facilities for all event needs.
* Is the designated primary Event Coordinator responsible for general oversight of the Elders Gathering.
* Reviews registrations and payments and generates reports.

##### Department Operations

* Assists with compiling assigned event information for department annual budget planning.
* Participates in weekly staff meetings.
* Participates in Elders Gathering Community Committee meetings.
* Responsible for providing excellent customer service on a continual basis to all Elders Gathering attendees and special guests.
* Ensures assigned event files are maintained to allow for good administrative management.

#### Education Required:

* Minimum 3 year College Diploma in Event/Hotels/Hospitality Management or equivalent professional work experience.

#### Experience/Qualifications Required:

* In depth knowledge of Microsoft Office 365
* General knowledge of social media, point-of-sale and website platforms
* Sound decision making and conflict mediation skills
* Strong ability to multitask
* Strong organizational and interpersonal skills
* Strong volunteer management skills
* Physically able to lift and carry at least 30 lbs.
* Willingness to work flexible hours.
* Evenings, weekends and holiday work will be required.

#### Supervision:

* Supervise and direct the activities of student employees and volunteers.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Responsibility for the Work of Others

*Direct Responsibility*

*Volunteers*

*Student Staff*

##### Effort

*Physical:*

*May be required to lift and move tables and chairs.*