The Carleton University Students Association is an incorporated, not for profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title: Events & Programs Coordinator  
Reports to: General Manager  
Department: Administrative  
Date Revised: February 2020  
Union: CUPE 3011  
Salary: $42,000 annually

OBJECTIVE OF THE POSITION

To maintain and enhance the association’s image and student engagement through planning, managing, and executing events and programs both on and off-campus.

CORE COMPETENCIES

- Written and Oral Communication Skills
- Decision Making
- Time Management
- Flexibility Working Outside of Regular Office Hours
- Planning & Organizational Skills
- Independence & Teamwork
- Networking & Relationship Building
- Accountability
- Creative & Innovative Thinking
- Confidentiality
DUTIES & RESPONSIBILITIES

- Manage full events calendar for the Association including all programming efforts for the service centres, businesses, clubs & societies office, executive events & campaigns, and key annual events.
- Plan, manage and execute events and programs to maintain and enhance the Association’s brand reputation and image.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure all planning aspects are progressing in order.
- Book venues, entertainers, photographers, and schedule speakers.
- Manage all event set-up, tear down and follow-up processes.
- Establish and maintain event budgets.
- Responsible for creating and administering training for programming and event planning workshops for relevant staff including but not limited to student executives, service centre coordinators, etc.
- Work in collaboration with VP Student Life and VP Community Engagement to plan events.
- Liaise with the communications office to ensure timely creation of promotional graphics and materials for events.
- Collaborate with the Director of Communications and Strategic Initiatives to identify strategic intent to build the programming calendar.
- Work with the Partnerships Coordinator to secure sponsors and other funding opportunities for one-time or recurring events or programs.
- Assess an event or program’s overall success and submit a summary report.

QUALIFICATIONS / EXPERIENCE

- A Post-Secondary Diploma or a Degree or a minimum of 2 years related work experience.
- Excellent organizational skills.
- Excellent communication and interpersonal skills.
- Flexible with the ability to work under pressure and meet deadlines.
- Ability to work independently.
- First Aid and CPR Training is an asset.
- Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite.