# JOB DESCRIPTION

**Position Title:** Peer Support Line Events Coordinator  

**Term of Office:** August 1 to April 30  

**Supervisor:** Peer Support Line Coordinator  

**Remuneration:** Volunteer  

**Hours of Work:** 3-6 hours per week minimum  

## General Scope of Duties

The Events Coordinator is responsible for organizing and implementing events for the Peer Support Line. The Events Coordinator will be responsible for organizing the logistics of PSL events. This include: booking rooms and equipment for events, scheduling events, and managing set-up and takedown of events. The Events Coordinator will work closely with the Promotions Executive to organize PSL’s involvement in Welcome Week. This position involves leading a committee of PSL event volunteers.

## Major Duties and Responsibilities

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<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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| Event Planning Function       | 60%     | - Develop and execute events that raise awareness of the services provided by the Peer Support Lines. Work with the Promotions Coordinator to ensure the appropriate MSU departments are used to advertise PSL events (Ex: The Silhouette, CFMU, MSU Almanac, Compass Information Centre, Underground Media & Design, MSU Webpage, MSU Listserv, etc.)  
- Work closely with the Promotions Coordinator to plan and implement promotional campaigns and events, and to ensure events are promoted in a timely and effective manner  
- Plan and execute volunteer appreciation projects for Peer Support Line listeners  
- Network with campus and community partners to promote PSL events  
- Participate in Welcome Week activities i.e. display tables, residence talks, etc |
| Financial & Budgeting Function| 5%      | - Work with the PSL Coordinator to ensure that event budgets align with the service budget  
- Inform Coordinator of any and all potential expenses  
- Retain financial information to receive reimbursement from the Coordinator |
| Supervisory Function          | 20%     | - Organize and lead regularly scheduled committee meetings  
- Ensure committee members are well informed of upcoming events, are taking an active role in the committee work, and are disciplined appropriately when necessary, in consultation with the PSL Coordinator  
- Ensure committee members assist with the planning and implementation of events |
| Advertising & Promotions Function | 10% | - Contact the promotions executive in a timely manner to ensure enough time for promotional material to be designed and created at the Underground Media + Design |
PSL Events Coordinator Job Description

Other  5%

- Advertise events in an appropriate manner, including using appropriate MSU channels
- Attend team training with the Peer Support Line Volunteer Coordinator and Peer Listeners as scheduled
- Maintain strong communication with the Peer Support Line Coordinator fellow executives
- Attend executive meetings as scheduled
- Provide feedback on the service
- Provide transition for the incoming Events Coordinator, including the preparation of a transition report
- Recruit and oversee a team of PSL event volunteers
- Participate in mid-year evaluation process set out by the Vice-President (Administration) and administered by the PSL Coordinator

Knowledge, Skills and Abilities

- Promotions/advertising background is an asset but not required
- Strong time management and organizational skills
- Detail focused, logistically minded
- Strong written and verbal communication skills
- Ability to work independently and manage others

Effort & Responsibility

- Responsible for raising awareness of The Peer Support Line through events and campaigns
  - Effort required to gain knowledge of and liaise with on- and off-campus resources related to mental health
  - Maintain confidentiality of the PSL

Working Conditions

- Most duties can be performed in a shared office space
- Time demands may exceed stated hours of work

Training and Experience

- Previous experience as a Peer Support Listener is an asset
- Transition with outgoing Events Coordinator required

Equipment

- Basic computer software use
- Basic PSL telephone use