Job Description

Position Title: MAC Bread Bin Social and Political Advocacy Events Coordinator(s)

Term of Office: September 1 – April 30

Supervisor: MAC Bread Bin Director through the Assistant Director

Remuneration: Volunteer

Hours of Work: 4 hours per week

General Scope of Duties
The Events Coordinator will assist the MAC Bread Bin Assistant Director in planning and executing all MAC Bread Bin events. The Events Coordinator will be responsible for raising awareness and promoting dialogue about food insecurity, student poverty and the role of MAC Bread Bin through events and workshops on campus.

Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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</thead>
<tbody>
<tr>
<td>Advertising &amp; Promotions</td>
<td>30%</td>
<td>- Contact the Promotions Coordinator in a timely manner to ensure enough time for promotional material to be designed and created at Underground Media + Design</td>
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<tr>
<td>Function</td>
<td></td>
<td>- Advertise events in an appropriate manner, including the use of appropriate MSU channels</td>
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<td>- Network with campus and community partners to promote MAC Bread Bin events</td>
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<tr>
<td>Financial &amp; Budgeting</td>
<td>5%</td>
<td>- Work with the MAC Bread Bin Assistant Director and Director to ensure that the events budget aligns with the service budget</td>
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<tr>
<td>Function</td>
<td></td>
<td>- Work with the MAC Bread Bin Assistant Director on annual campaigns within the scope of MAC Bread Bin</td>
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<tr>
<td>Event Planning Function</td>
<td>60%</td>
<td>- Act as the primary point of contact for MAC Bread Bin events</td>
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<td>- Work with the MAC Bread Bin Director and the MAC Bread Bin Assistant Director on annual campaigns within the scope of MAC Bread Bin</td>
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<td>- Work with the MAC Bread Bin Assistant Director, other executives, and volunteers to generate ideas for social and political advocacy events</td>
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<td>- Execute space bookings and other logistical items</td>
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<td>- Confirm with the Director and Assistant Director that appropriate event risk management forms have been submitted</td>
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<td>- Work with other campus groups and stakeholders to</td>
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</table>
facilitate collaborative initiatives
  ▪ Maintain strong communication with the Assistant Director, fellow executives, and volunteers
  ▪ Engage other executives and volunteers in the event planning process

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<tr>
<th>Other</th>
<th>5%</th>
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</table>
| ▪ Other duties as assigned by the MAC Bread Bin Director or Assistant Director
  ▪ Provide feedback on the service
  ▪ Attend meetings as scheduled
  ▪ Be an active member of the MAC Bread Bin community |

**Knowledge, Skills and Abilities**

▪ Awareness and understanding of topics associated with MAC Bread Bin (e.g. food security, food accessibility, food sustainability)
▪ Detail oriented
▪ Organizational and time management skills
▪ Leadership skills required, ability to lead and work with others to execute events
▪ Interpersonal skills
▪ Strong communication skills
▪ Ability to work well under minimal supervision and take ownership of all projects
▪ Ability to coordinate others and take initiative to ensure successful completion of tasks

**Effort & Responsibility**

▪ Maintain confidentiality of all individuals accessing MAC Bread Bin services
▪ Effort required to think creatively
▪ Effort required to plan and execute events
▪ Responsible for maintaining an appropriate and positive image of the MSU

**Working Conditions**

▪ Work is performed in a shared space
▪ Time demands may exceed stated hours of work

**Training and Experience**

▪ Previous event planning experience is an asset
  Experience with food raisers and fundraisers is an asset
▪ Experience with MAC Bread Bin as a volunteer and/or user is an asset
▪ Anti-Oppression Training (provided)
▪ Other necessary training will be provided

**Equipment**

▪ Personal computer