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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Student Community Support Network (SCSN) Events Coordinator** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Student Community Support Network (SCSN) Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 to 7 hours per week |

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| **General Scope of Duties** |
| The SCSN Events Coordinator will be responsible for helping to imagine and implement monthly Discover Your City events with the intention of exposing students to unique opportunities in the City of Hamilton. The Events Coordinator will also be responsible for collaborating and providing more targeted programming for clubs and other MSU services. These events may involve collaboration with Hamilton community agencies. The Events Coordinator will also assist the Volunteer Coordinator in planning volunteer events for Community Connectors and students. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Advertising & Promotions Function | 20% | * Work with the Promotions Coordinator to communicate ideas for promotional material and timelines to work within for SCSN events * Network with campus and community partners to promote SCSN workshops and events |
| Financial & Budgeting Function | 5% | * Work with the SCSN Coordinator to ensure that the budget for workshops and events aligns with the service budget * Retain financial information to receive reimbursement from the SCSN Coordinator |
| Event Planning Function | 50% | * Imagine and oversee the planning of monthly Discover Your City events * Execute space bookings and other logistical items * Plan and execute events related to social, political, and academic themes in the Hamilton community |
| Communications Function | 20% | * Working with other campus groups and stake holders to facilitate collaborative initiatives * Maintain strong communication with SCSN Coordinator, fellow executives, and volunteers * Engage other staff members and executives in the event planning process * Work with Volunteer Coordinator to oversee staff participation in events |
| Other | 5% | * Other duties as assigned by the SCSN Coordinator * Provide feedback on the service * Attend executive meetings as scheduled |

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| **Knowledge, Skills and Abilities** |
| * Detail focused, logistically minded * Strong time management and organizational skills * Strong written and verbal communication skills * Ability to work independently and manage others |

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| **Effort & Responsibility** |
| * Establish and maintain professional connections on and off campus * Ability to work collaboratively with a team and act as a support * Maintain confidentiality of all students in the spark program * The Events Coordinator is expected to be a positive role model both at McMaster and beyond, maintaining professionalism with all members of the community |

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| **Working Conditions** |
| * Most work can be completed in a shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Previous event planning experience is an asset * Experience and knowledge of Hamilton events is valuable but not mandatory * Knowledge of other on-campus services and Hamilton based organizations is not required but may be an asset * Training will be provided by the SCSN Coordinator |

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| **Equipment** |
| * Personal computer |