



Employment Opportunity

Events & Volunteer Planner

Position

The University of Manitoba Students' Union (UMSU) is looking for a talented individual that has a passion for event planning and is highly organized. Reporting to the Marketing Manager, the Events & Volunteer Planner is responsible in supporting the coordination of event logistics and the recruitment and management of volunteers. Hours: 8:30 a.m. to 4:30 p.m. (must be flexible to work some evenings and/or weekends).

A resume must be accompanied by a cover letter to be considered. Only Candidates chosen for an interview will be contacted. Salary level to be negotiated with the selected candidate based on experience, capabilities, and other factors.

Responsibilities

Position reports to: Marketing Manager

- Coordinating event details/logistics through entire process
- Arrange all vendors and permits needed
- Coordinate event volunteer staffing and manage event follow-up and evaluation
- Ensure accuracy of budgets and manage timelines
- Prepare event related communications
- Completes event reports and event logistics
- Maintain volunteer database/documentation
- Engage in other tasks and special projects as assigned

Qualifications

- Degree in event planning/hospitality, business, marketing or a related industry
- Equivalent combination of education and experience may be considered
- Excellent communication skills (both verbal and written)
- Strong Organizational skills and attention to detail
- Excellent time management skills with the ability to work under multiple deadlines
- A self-starter with the ability to work independently as well as in a team
- Proficient in MS Outlook, Excel, Word, Publisher, Powerpoint

Salary

Commensurate with Experience

Fulltime

Interested applicants should forward their cover letter & resume to:

Thomas Blumer, General Manager
University of Manitoba Students' Union Room 101 University Centre
University of Manitoba Winnipeg, MB R3T 2N2
Fax: (204) 269-1299 E-mail: umsu@umsu.ca

To request a copy of the Position Description, contact UMSU@UMSU.ca

Application Deadline: January 26, 2018 4:00 pm

For more information about the University of Manitoba Students' Union, please visit our website at www.umsu.ca

The University of Manitoba Students' Union is an equal opportunity employer.