



## UNIVERSITY OF MANITOBA STUDENTS' UNION

University of Manitoba Students' Union (UMSU) is a non-profit organization which advocates on behalf of its memberships' best interests to internal and external stakeholders. Our primary objectives are to serve students and strive to enhance student life and the quality of education through consultation, representation and advocacy.

### **Events & Volunteer Coordinator**

Reporting to the Marketing Manager, this full-time permanent position is primarily responsible for coordinating UMSU events, namely Fall and Winter term Orientation, as well as developing and maintaining the UMSU Volunteer Program and coordination of space (tabling) requests. In addition, assist with the creation and production of print assets, implement the social media strategy, and create and analyze budgets and financial reports. Our ideal candidate will have support the daily functions of the Marketing Department as required.

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### **Required Skills and Qualifications**

- Degree, diploma or certificate in hospitality, event management, marketing
- 1-3 years of event management experience, preferably in a not-for profit environment or equivalent combination of education and experience
- Ability to multi task and shift between projects on a time sensitive basis
- Strong organizational skills/project management skills
- Exceptional written and verbal communication, proofreading, and editing skills; copywriting experience a plus
- Ability to work flex hours required
- Experience in Volunteer recruitment and retention
- Table booking and contracts for orientation, holiday markets and vendor weeks
- Coordinate community events and other sponsored initiatives that the organization is involved in, ensuring all stakeholder and sponsor obligations are met

### **Desired Qualifications**

- Basic knowledge of HTML, CSS, JavaScript, Microsoft Office, and Adobe Creative Suite(InDesign, Photoshop, Illustrator, Dreamweaver) in a Mac and/or Microsoft based environment is an asset

UMSU promotes Employment Equity and is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of the underrepresented group (woman, Indigenous person, a person with a disability or a visible minority).

We offer competitive benefits package and pension plan. We wish to thank all applicants in advance for their interest; however, only those applicants considered will be contacted for an interview. Please provide a cover letter, resume, and three (3) professional references and identify how you meet the desired qualifications listed by **Monday January 27, 2020** to: The Human Resource Department, 101 UMSU University Centre, Winnipeg, Manitoba, R3T 2N2, or email to: [hr@umsu.ca](mailto:hr@umsu.ca)