

# YWIL TWU Job Description

<b>Title:</b> Events Assistant	<b>Location:</b> Trinity Western University
<b>Department:</b> Events	<b>Reporting to:</b> Director of Events
<b>Required Commitment:</b> 2 - 4 hours per week, 4 - 5 leading up to an event	<b>Employment Type:</b> Student

## Position Summary

The Events Assistants will be responsible for contributing to the organization, planning, and execution of each YWiL event, alongside the other Events Assistants and the Director of Events. Each Events Assistant will be given the opportunity to choose one event to spearhead, for which they will be the primary coordinator. With the help of the rest of the events department, some of the tasks they will be responsible for will be booking the venue/speaker, organizing food and drinks, planning decorations/décor, and organizing the check in system. The coordinator will be in charge of creating a budget and working with the VP of Finance to ensure they are aligned with current funding and will go to TWUSA with requests when possible. They will be responsible for connecting with current YWiL partners, professionals and alumni by inviting them to the event and sharing the event with the current YWiL team. They will be in charge of connecting with the marketing team for promotion and getting the Eventbrite set up. Events Assistants are required to attend all events and assist in planning and organization of other events where needed.

## Essential Duties and Responsibilities

- Attend all events/workshops
- Connect with alumni, professionals and community members about potential event speaking opportunities
- Create an event outline and/or budget for their respective event (with VP of Finance)
- Organize, update and upload all relevant documents to the Google Drive
- Assist events assistants/director in all other YWiL event activities
- Attend scheduled Department team meetings

## Education Requirements

Open to any major and/or specialization, regardless of credit standing.

### Experience Requirements

- Previous student leadership roles considered an asset
- Current YWiL member considered an asset
- Previous club involvement considered an asset
- Internship/work in event planning, marketing, project coordinating and other business fields is considered an asset

### Skills and Abilities

- Very organized
- Creative and innovative
- Diligent in following through with tasks
- Effective time manager, can manage multiple emails & tasks at once
- Not afraid to reach out to speakers/professionals when required
- Is self-sufficient/does not need to be reminded to complete tasks

### Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee's Signature: \_\_\_\_\_ Date (mm/dd/yy):

President's Signature: \_\_\_\_\_ Date (mm/dd/yy):