

## YWIL TWU Job Description

# Events Coordinator

**Reporting to:** Director of Events

**Employment Type:** Student

**Department:** Events

**Required Commitment:**

2-4 hours per week, 4-5 leading up to an event

### Position Summary:

The Events Coordinator will play a key role in contributing to the planning, organization, and execution of each YWIL event, collaborating with other coordinators and the Director of Events. Working closely with the events department, the Coordinator will have the opportunity to participate in the planning process for all YWIL events. They will be responsible for a range of tasks, including booking venues and speakers, arranging food and drinks, and coordinating decorations and décor.

The Coordinator will also be accountable for managing the budget that they have been given, working closely with the VP of Finance to ensure that all expenditures are in line with available funding. Additionally, the Coordinator will liaise with the marketing team to promote upcoming events and assign tasks to the team. Gathering feedback from members on their preferences and experiences at past events is also a crucial responsibility.

To ensure the success of all events, the Coordinator will be required to attend all events and support the planning and execution of other events as necessary.

Must be available Thursdays at 11 am. Must attend all events and meetings, otherwise communicate to department lead and YWIL president.

### Essential Duties and Responsibilities:

- Attend all events/workshops
- Connect with alumni, professionals and community members about potential event speaking opportunities
- Plan an events timeline with the team
- Show professionalism in interacting with sponsors/community members at events
- Evaluate and take feedback about events
- Think of creative and innovative events to connect with members and TWU students
- Take initiative when tasks are needed to be completed

- Keep track of finances/receipts and stay on a budget
- Assist events coordinators/director in all other YWIL event activities and work respectfully on a team
- Attend scheduled department team meetings

### Education Requirements:

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

### Experience Requirements:

- Having access to a car is considered an asset
- Previous student leadership roles are considered an asset
- Current YWIL member considered an asset
- Previous club involvement is considered an asset
- Internship/work in event planning, marketing, project coordinating and other fields is considered an asset

### Skills & Abilities:

- Very organized
- Creative and innovative
- Diligent in following through with tasks
- Effective time managers 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 can 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): \_\_\_\_\_