

We're hiring!



Community Expo Coordinator

Summary

Job title	Community Expo Coordinator
Classification	Government-funded Employee
Rate of pay	\$17.08 ¹ per hour (+16% in lieu of benefits)
Hours of work	30 hours per week
Term	April 23 – August 12, 2019 (15 hours per week from August 13 – September 20, 2019)
Reports to	Executive Director

With the guidance of a team of resource staff, and working closely with the vice-president student life, the community expo coordinator is responsible for coordinating the planning and execution of a community expo to take place at Capilano University in September 2019. While the community expo coordinator will work closely with the resource staff on a day-to-day basis, they are ultimately accountable to the executive director for the successful planning and execution of the community expo.

Duties

In particular, the community expo coordinator shall perform the following duties:

Event Coordination (90%)

- Organize, set up, and run a community expo at Capilano University in September 2019.
- Hold regular working meetings with the director, programs and each member of the executive to develop a program and agenda for the community expo that showcases each area of the organization, and opportunities for students to get involved.
- Working closely with the director, programs and the vice-president student life, strategize on how to leverage the community expo as an energizing lead-up to our signature welcome-back concert.
- Alongside the director, communications, solicit sponsorships from business and non-profit organizations to support the expo, and support the management of sponsor relationships.
- Regularly update the events and outreach committee and executive committee on the status of the planning and execution of the expo, and opportunities for members to get involved.
- Lead the recruitment of volunteers to assist with the implementation of the community expo.

Other Duties (10%)

- Work safely, in accordance with the CSU's health and safety policy.
- Protect the personal information of coworkers, students, and the public.
- Perform other duties as assigned by the executive director.

¹ Increases to \$17.59 per hour effective July 1, 2019.

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Qualifications

- Previous experience in event planning and execution.
- Personable, professional, and well-organized.
- Ability to work independently, or as part of a team, as needed.
- Excellent written and verbal communication skills.
- Past engagement with our events team and volunteer program would be an asset.
- Knowledge about the Capilano Students' Union would be an asset.

Program Requirements

This student position is made possible by financial contributions from the Canada Summer Jobs program. Applicants must be between the ages of 15 and 30 on April 23, 2019 and must have citizenship, permanent residence, or be under refugee protection. Please note that we are unable to make an offer to a successful candidate until our grant funding has been approved.

Why the Capilano Students' Union?

We strive to be a diverse workplace. We're working hard to make sure that our staff team reflects the diversity of our membership, guided by the CSU's equity strategy. Over half of our team members self-identify as women, and visible minorities comprise half of our unionized workforce.



We are a designated living wage employer.

We provide fair (and competitive) compensation packages for all members of our team, including employees who are students, because we believe that everyone who works deserves to make ends meet.

Interested?

Email us at hire@csu.bc.ca to apply to join the team!

Please submit your résumé and cover letter, showing clearly how you would be the ideal candidate for this position and meet the qualifications set out above. Please address your correspondence to Christopher Girodat, and include "Search: Community Expo Coordinator" in the subject header. All applications are **due by March 29, 2019**. Interviews will be scheduled during business hours on April 2, 3, and 4.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Students with disabilities, Indigenous students, self-identified women, students from visible minorities, and trans and gender diverse candidates are encouraged to self-identify during the application process. Please do not hesitate to reach out to us if you require accommodation to participate fully in our application and selection process. Our employees are represented by CUPE 1004 in a unionized work environment.