



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/20

PROGRAM AND EVENTS COORDINATOR

Job ID	61663-8212	
Web Address	https://careers.indigenous.link/viewjob?jobname=61663-8212	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-26	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Unit/Project Description: The Paul R. MacPherson Institute for Leadership, Innovation and Excellence in Teaching is a central unit which supports McMaster University instructors, students, and staff in improving and enriching teaching and learning. Mandate: The MacPherson Institute partners with, supports, and connects diverse groups of educators by:

- Creating and delivering professional development that engages educators throughout their careers in teaching and learning in order to enhance the student learning experience.
- Facilitating curriculum development and revision that fosters continuous enhancement and engagement in learning.
- Supporting, conducting, and recognizing teaching and learning scholarship that has the capacity to develop, inform, and enhance educational initiatives and student learning.
- Encouraging and elevating the pedagogical use of educational technologies and creative solutions to enhance teaching and learning.

Vision: The MacPherson Institute's vision is to cultivate an environment where learning deeply matters and teaching is valued and recognized by the collective McMaster community.

Job Summary: Responsible for planning, supporting, and maintaining the efficient operation of a program division and its related programs, and coordinating all aspects of the program including events, curriculum administration, implementation, promotion, resource and financial management.

Working in close collaboration with the Manager as well as internal and external stakeholders, this position is responsible for overseeing the effective planning and implementation of projects, programs and events related to the unit's mandate. Purpose and Key Functions:

- Develop, coordinate and implement programs/projects/events taking into consideration the needs of internal and external stakeholders, costs, restrictions/limitations, technologies, equipment and/or platforms needed.
- Work collaboratively with internal and external stakeholders to research the required infrastructure (processes, software, contingency plans) for programs/projects/events.
- Develop plans for various programs/projects/events to successfully meet milestones/deadlines, ensure stakeholder awareness of tasks and dependencies, completion of action items, and effective communication with senior leadership.
- Maintain up-to-date knowledge of various projects within a program area and provide recommendations regarding efficiencies, timing, audiences, resources, costs, and improvements.

- Stay up-to-date on new programs, program changes and future program plans.
- Organize, coordinate, and assist with educational programs/projects/events such as professional development courses, grant programs, international conferences, retreats, education days and other capacity-building programs.
- Act as the first point of contact for faculty, students and staff with regard to inquiries, program policies, program requirements and issues related to programs/projects/events.
- Support the development, delivery, evaluation, and review of academic and scholarly programs/projects/events.
- Collect, analyze, assess, and summarize information relevant to the decision-making process and develop recommendations for final approval and implementation.
- Communicate, work collaboratively and build strong working relationships with various internal and external organizations, departments and senior university leaders.
- Create budget estimates for programs and events and make adjustments throughout the fiscal year.
- Ensure that financial accounts and reports are completed and managed competently and efficiently.
- Complete financial forms such as travel expense reports, vouchers and purchase orders.
- Contribute to and support the hiring process for casual and contract positions including communicating with candidates, coordinating interview schedules, conducting interviews, evaluating candidates and creating/processing employment contracts.
- Handle sensitive material in accordance with established confidentiality policies.
- Ensure timely and efficient processing of timesheets and payroll for temporary and casual staff.
- Provide functional guidance on an ongoing basis to train and mentor casual, part-time and student support staff.
- Facilitate meetings with various individuals including, but not limited to, program stakeholders and senior university leaders.
- Gather and compile information to write various documents including, but not limited to, reports, correspondence and minutes.
- Update and maintain a variety of records and databases.
- Provide front line service to faculty, students and staff, and in consultation with senior staff, set standards for the quality of department services.
- On rotational schedule manage the general email inbox to respond to inquiries from instructors, students and staff and redirect inquiries to appropriate program or contact.
- Develop and execute small and large scale events (in-person, hybrid and virtual), including but not limited to, registration, venue sourcing, space requirements, arranging catering and other contracted services, preparing programming schedules and agendas, crisis management protocols, setting up and taking down of all events, marketing coordination and the recruitment and training of all volunteers and staff involved.
- Research potential venues, availability and required equipment. Coordinate the use of all facilities and meeting spaces and liaise with on-site contacts.
- Source pricing information to recommend the best value for money, manage inventory and order event supplies/promotional items. Liaise with suppliers of contracted services to ensure agreed upon services have been provided and the accuracy of billings.
- Track actual expenditures and provide proper documentation to substantiate expenses and

revenues.

- Prepare estimates of time and resources required for various in-person, hybrid and virtual events.
- Coordinate scheduling for speakers, guest lecturers and senior leadership for events and programs while resolving scheduling conflicts.
- Provide necessary documents/information to international presenters/attendees for travel Visas and other requests.
- Provide support and training for internal and external stakeholders on the events platform (as presenters or attendees).
- Attend events to monitor arrangements and ensure the smooth functioning of all activities.
- Distribute evaluation surveys to participants and volunteers and collect feedback for assessing and improving future events and activities.
- Prepare a briefing report after each event which includes reporting event revenues and expenses for discussion with various stakeholders.
- Maintain all related documentation in regards to the events to ensure an audit trail and business continuity.
- Remain current in the area of event management, and event platforms (online/hybrid delivery).
- Provide event management and marketing advice to others.
- Plan and coordinate a variety of departmental activities and events.
- Act as the key contact for large and small scale events to resolve problems or issues that may arise.
- Prepare contingency plans in the case of inclement weather conditions and/or respond to other unforeseen event disruptions.
- Maintain up-to-date knowledge of studios and tech stations to provide introductory tutorials and equipment troubleshooting for users.
- Maintain and coordinate a schedule for front desk reception coverage by casual and part-time staff and act as a backup to greet and direct visitors.
- Ensure adherence to quality standards and procedures for short-term staff and volunteers for events and activities.

Supervision:

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.
- Provide orientation and show procedures to others.

Requirements:

- 2 year College Diploma in Events, Communications or a related field.
- Requires 3 years of relevant experience.

Additional Information: Anticipated start date July/August 2024.

For more information, visit McMaster University for PROGRAM AND EVENTS COORDINATOR