



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.Link's 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.

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Job Board Posting



Careers.Indigenous.Link

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EVENT COORDINATOR

Job ID	23935-3612	
Web Address	https://careers.indigenous.link/viewjob?jobname=23935-3612	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-01-14	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Job Title: Events CoordinatorJob Code: UJD180Pay Grade: 6An Events Coordinator is required for a part-time position in the Department of Medicine.Job Summary:Responsible for the planning, implementation, evaluation, and assessment of various departmental events, activities and exhibits. Provide lead hand supervision and is responsible for the quality and quantity of work of others.Accountabilities:

- Plans and executes logistics for events and exhibits.
- Provides recommendations on the suitability of space, venues, and set up for various events.
- Coordinates the use of all facilities and meeting space within the department. Ensures that venues are booked, setup, cleaned, and that food service, and equipment rentals are provided.
- Distributes evaluation surveys to event attendees and volunteers and collects feedback. Reviews and uses survey feedback to assess and improve future events and activities.
- Prepares a briefing report after each event which includes reporting event revenues and expenses for discussion with various stakeholders.
- Monitors and reconciles event costs and verifies accuracy of all expenses incurred.
- Compiles and prepares information to be used for the annual event planning schedule.
- Attends events to monitor arrangements and ensures smooth functioning of all activities.
- Receives and responds to issues that arise during events.
- Determines the number of volunteers required to staff an event and coordinates how they will be used to operate events.
- Liaises with facilities personnel and suppliers of contracted services to ensure that all services agreed to have been provided.
- Provides supervisor with recommendation to seek new contractors or to renew existing contracted services.
- Writes and disseminates announcements and promotional information through website and emails.
- Creates and maintains event invitee and attendance records.
- Provides services and facilities information to clients.
- Orders and maintains inventory of materials and supplies.

Qualifications:2 year Community College diploma in Event Management or related field.Experience:Requires a minimum of 2 years of relevant experience.Assets:Additional Information:This position could extend.

For more information, visit McMaster University for EVENT COORDINATOR