



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

Events & Service Coordinator - DMZ

Job ID	366913-1-9173	
Web Address	https://careers.indigenous.link/viewjob?jobname=366913-1-9173	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-06-22	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The Team

The DMZ is a world-leading startup incubator equipping the next generation of tech entrepreneurs with the tools needed to build, launch, and scale highly impactful startups. By providing connections to customers, coaching, capital, and a community, the DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey – whatever that might be. Through its award-winning programming, the DMZ has helped more than 700 startups raise \$1.67 billion in capital and create 4,600+ jobs. Headquartered in Toronto, Canada with globally-accessible programming, the DMZ has a widely-recognized international presence with offices in Vietnam and India, and partnerships across North America, Latin America, Africa and Asia..

The Opportunity

We are currently seeking a well organized Events and Services Coordinator to coordinate the planning, implementation, and logistical support for all functions, services and amenity offerings, special events and programs hosted at the DMZ, while providing high-level customer service to all

internal and external stakeholders. You will also provide service support in all day-to-day operations of the DMZ. **Please note, this role requires the successful candidate to be onsite 5 days a week**

Qualifications

Completion of a post-secondary diploma program in Hospitality and Tourism, Event Management, Communications, Marketing and Public Relations or a related field and a minimum of 3 years of relevant work experience coordinating small, medium and large events, preferably in the education, corporate, not-for-profit or public sectors, where there is inter-departmental systems and relationships. An equivalent combination of education and experience may be considered. Excellent computer skills using MS Word, Excel and PowerPoint, as well as experience using social media platforms to promote DMZ initiatives. Strong attention to detail, ability to organize, manage time effectively and multitask. Ability to produce quality work in a fast-paced environment with frequent interruptions. Excellent organizational and administrative skills required to maintain budgets, coordinate pre-event planning, oversee event logistics, complete post event activities and to prioritize various assigned tasks to meet established deadlines. Strong oral and written communications skills. Familiarity with visual building inspection and facilities maintenance. Excellent interpersonal skills, including tact and diplomacy, to ensure efficient and effective support for entrepreneurs and other members of the DMZ and Ryerson communities. Demonstrated commitment to client service specifically for entrepreneurs, students, staff, faculty and external clients.

Additional Information

Position Number(s) 20001577

Reports To Director, Operations & Special Projects

Vacancy Type TERM

Employee Group OPSEU

Work Location 10 Dundas Street East

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade and Step 10

Salary Scale Min:\$62,262.26 up to Step 6:74,344.40

Application Close Date Posted until filled

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Events & Service Coordinator - DMZ

