



# 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

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## Events & Operations Manager - DMZ

<b>Job ID</b>	<b>367382-1-2322</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=367382-1-2322">https://careers.indigenous.link/viewjob?jobname=367382-1-2322</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-06-24	To: 2050-01-01
<b>Job</b>	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 leading startup incubator equipping the next generation of leading 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 \$1.65 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

The Events & Operations Manager will provide the effective and efficient planning, management and execution of all operational and administrative functions and services for the DMZ. Support the strategic goals and priorities of the DMZ by managing resources in an efficient,

innovative and professional manner to ensure the provision of high quality and relevant programs and services for the DMZ and the startup teams. Plan and coordinate events, services and tour experience at the DMZ to ensure cohesion between all three functions. Oversee the provision of the necessary administrative support to the startup teams that work in the Zone

**Qualifications**To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications: Completion of a post-secondary degree program, preferably in a business-related discipline At least 4 - 5 years of directly related work experience in events and operations management with the following requirements: financial and human resources management (hiring, performance management of staff, training), general administration of operations, office management organization of events, including project coordination and support

Demonstrated experience applying the values of equity and inclusion by working with, supporting and/or effectively engaging with diverse populations. Strong people management and supervisory skills Strong analytical reasoning skills to problem solve and make decisions Leadership and supervisory experience Strong working knowledge of human resource management in a unionized environment; Strong organizational skills in office management, including flexibility and time management skills to allow efficient management of tight start-up and delivery schedule Strong oral and written communications skills. Familiarity with visual building inspection and facilities maintenance. 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) 20004333  
Reports To Director, Operations and Special Projects  
Vacancy Type TERM  
Employee Group MAC  
Work Location In-person, 10 Dundas Street East  
Start Date ASAP  
End Date 1 year from start date  
Hours of Work 36.25  
Grade and Step C42  
Salary Scale Min: \$66,045: Job Rate: \$85,772 Max:\$105,500

We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to

self-identify in their applications and also reach out to Tracey King, Indigenous Human Resources Lead for support during the selection process. As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

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](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Events & Operations Manager - DMZ](#)