



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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EVENTS COORDINATOR

Job ID	39312-5303	
Web Address	https://careers.indigenous.link/viewjob?jobname=39312-5303	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-07-06	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

The Department of Athletics and Recreation (a division of Student Affairs) provides students, staff, faculty, alumni and the greater community the opportunity to pursue athletic excellence and recreational activities. The mission of the department is to cultivate human potential and well-being through recreation and sport. The operating units of the department include athletics, recreation and sport medicine. The Department is seeking a highly motivated, experienced and energetic individual to provide leadership as an Events Coordinator as part of our operations team. The coordinator is responsible for ensuring the delivery of professional caliber events for Marauder Varsity games, community rental events and internal department events. Collaboration with coaches and staff within Athletics and Recreation, McMaster Campus and the Hamilton community to ensure high level of service and support for students and student-athletes. Responsible for the planning, implementation, evaluation, and assessment of various varsity athletic events, and activities. Purpose and Key Functions:

- Plan and execute logistics for athletic events and activities.
- Manage floats for tickets and concession sales at events.
- Coordinate and execute themes for varsity in partnership with Marketing.
- Schedule and coordinate the entertainment for varsity events.
- Execute sponsorship promotions.
- Develop procedures, policies and best practices related to customer service.
- Attend events to monitor arrangements and ensure the smooth functioning of all activities.
- Receive and respond to issues that arise during events.
- Determine the number of volunteers required to staff an event and coordinate how they will be used to operate events.
- Write a variety of documents, including, but not limited to, game scripts/ agendas, training manuals, correspondence, reports, memos, posters, flyers etc.
- Write and deliver training for event staff.
- Provide information on departmental policies, facilities, products and equipment. Make recommendations based on customer feedback.
- Maintain inventory of athletics and event equipment, including, but not limited to, videoboard, cameras, scoreboard, electronics etc.
- Monitor quality of equipment and determine repairs, as needed.
- Ensure equipment and storage areas are clean, orderly and secured.
- Demonstrate the use of equipment to others.
- Perform set up and take down of equipment
- Demonstrate understanding of various sports

Supervision:

- Ongoing responsibility for hiring and supervising 10 or more casual employees.
- Provide orientation and show procedures to others.

Requirements:

- 2 year Community College diploma in Event Management or related field.
- Requires 2 years of relevant experience.

Additional Information: Requirement to work weekends and evenings

For more information, visit McMaster University for EVENTS COORDINATOR