



# 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:

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# Job Board Posting



Careers.Indigenous.Link

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## REPOST: SPECIALIST, COMMUNICATIONS & EVENTS

<b>Job ID</b>	<b>48702-4303</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=48702-4303">https://careers.indigenous.link/viewjob?jobname=48702-4303</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2022-09-28	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

**Department Description:**The Office of the Registrar proudly supports McMaster University's academic mission through the creative, efficient provision of core administrative student services and the support of staff and faculty across all areas of the university community. Our work in supporting the student experience reaches from initial contact with prospective students through the celebrations of convocation. We are a smart, collaborative staff of approximately 100, spread across 9 departments: Student Services, Aid & Awards, Student Recruitment, Undergraduate Admissions, Student Records, Systems, Scheduling & Examinations, Student Communications and Central RO Administration. The Communications department supports the communications and marketing needs of all departments in the Registrar's Office. We use a variety of platforms and tactics to ensure effective and clear communication to McMaster's 30,000+ undergraduate students. We are currently looking to hire a Specialist, Communications & Events that will use a variety of specialized skills to promote and support the communication and marketing strategy of the Office of the Registrar and play a lead role in large-scale, public facing events such as convocation.

**Job Summary:**Responsible for all aspects of developing, implementing and evaluating an event/program experience and communication plan to support the success of the event/program. Works in close collaboration with the event/program manager as well as internal and external stakeholders. This position is responsible for large- scale events and stakeholder involvement.

**Representative Duties & Responsibilities:**

- Develop, coordinate and implement a strategy and work plan for the successful delivery of an event/program and related communication plan.
- Work collaboratively with the marketing and design team to strategically develop and research the required infrastructure for events such as equipment, room rentals, software solutions, contingency plans etc.
- Develop and execute event logistics plans including (but not limited to) registration, venues, space, crisis management protocol, set up and take down of all events, marketing coordination and the recruitment and training of all volunteers and staff involved.
- Prepare and present a final written comprehensive report (debriefing) addressing event logistics, event experience outcomes and recommendations for future events.
- Develop and implement an effective communication plan to maximize event participation and ensure communication is maintained during events.

- Compile and disseminate sponsorship packages. Research appropriate strategies and cultivate relationships targeted to raising sponsorship.
- Develop presentations and present information at a number of forums including sponsorship proposals to prospective donors, student events, information fairs, information sessions etc.
- Complete needs assessment to ensure the needs of all stakeholders are being addressed in an efficient and effective manner.
- Responsible for the recruitment, interviewing, selection, training and scheduling of a large number of volunteers and casual/temporary event staff to execute event.
- Research potential venues, availability and required equipment. Coordinate the use of all facilities and meeting spaces.
- Source pricing information to recommend best value for money, manage inventory and order supplies.
- Liaise with all suppliers of contracted services to ensure agreed upon services have been provided and accuracy of billings.
- Act autonomously and independently in making all necessary related decisions to ensuring the successful execution of events.
- Act at the key contact in a large scale event to resolve problems or issues that may arise.
- Develop, cultivate and maintain good relationships with stakeholders including students, internal departments, partners and external 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, related social media and communication strategies.
- Act as the first responder in the case of student crisis situations. Ensure proper protocols are followed and communication to managers and university officials is completed.
- Prepare contingency plans in the case of inclement weather conditions and/or respond to other unforeseen event disruptions.
- Track actual expenditures and provide proper documentation to substantiate expenses and revenues.

#### Supervision:

- Ongoing responsibility for supervising 1-9 casual employees.

For more information, visit McMaster University for REPOST: SPECIALIST, COMMUNICATIONS & EVENTS