



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Special Events Coordinator, South Staff Bargaining Unit
Position Status:	Permanent, Full-Time (35 hours/week) OSSTF
Department:	Strategic Advancement & Alumni Affairs
Supervision Received:	Manager, Alumni & Strategic Initiatives
Supervision Exercised:	Student Assistants/Volunteers
Location:	Brampton, ON
Number of Positions:	1

PRIMARY FUNCTIONS:

A.	Convocation Coordination	65%
B.	Alumni & Advancement Events	25%
C.	Administrative Duties	10%
TOTAL		100%

Reporting to the Manager, Alumni & Strategic Initiatives, the Special Events Coordinator provides dedicated support for convocations held at Algoma University's campuses (Sault Ste. Marie, Brampton, and Timmins), up to two times per year. The Special Events Coordinator will also support the coordination of other events for the Department of Strategic Advancement & Alumni Affairs, and will play an integral role in the execution and evaluation of events for which they are involved.

RESPONSIBILITIES:



A. Convocation Coordination (65%)

- Deliver successful convocation ceremonies, and affiliated events, ensuring positive attendee experiences.
- Liaise with departments on the delivery and coordination of convocation.
- Coordinate schedules of various members of the Algoma University community to ensure that events are well attended.
- Liaise with relevant internal and external supports to create event itineraries, process registration, confirm room bookings, book speakers, and arrange catering, within budget.
- Develop clear event documentation, highlighting objectives, risks, resource and people requirements, timelines, and evaluation metrics.
- Assist with the setup, execution, and tear-down of convocation and affiliated events.
- Assist with the preparation of convocation scripts, and prepare/proof the convocation program.
- Maintain inventory of supplies for events, including gowns and hoods for convocation.
- Set up new vendors and process accounting purchase orders, expenses, invoices, and payment requisitions in a timely manner.
- Perform post-event evaluation to highlight and review results and overall impact of programming efforts, and to identify areas of improvement for future events.
- Research best practices and trends to ensure diversity in programming efforts and maximize the reach and participation of efforts throughout the year.

B. Alumni & Advancement Events (25%)

- Support the department in organizing events across all campuses, ensuring positive attendee experiences, including students, alumni, donors, and the broader communities.
- Coordinate schedules of various members of the Algoma University community to ensure that event dates are well attended.
- Liaise with relevant internal and external supports to create event itineraries, process registration, confirm room bookings, book speakers, and arrange catering, within budget.
- Assist with the setup, execution, and tear-down of convocation and affiliated events.
- Set up new vendors and process accounting purchase orders, expenses, invoices, and payment requisitions in a timely manner.

C. Administrative Duties (10%)

- Backfill required duties of the Alumni & Development Officers when needed.
- Keep files and records up-to-date and current, using project management tools effectively and collaboratively.



- Support the Convocation Committee in organizing meetings (scheduling, coordinating invitations, booking rooms, ordering catering, developing agendas, and taking minutes).
- Other duties, as assigned.

WORKING CONDITIONS:

Physical Effort	<i>Moderate</i> Frequent lifting/physical effort required, including transportation of materials and setup/take-down of events
Physical Environment	<i>Moderate</i> Exposure to environments with varying environmental conditions and noises
Sensory Attention	<i>Moderate</i> Regular interruptions during detailed work concentration
Mental Stress	<i>Considerable</i> Balancing competing priorities; travel requirements and work outside of regular hours for events

MINIMUM QUALIFICATIONS

- Undergraduate degree or college diploma in any field, and a minimum of two (2) years of work or volunteer experience in organizing events, or an equivalent combination of education and experience, is required.
- Experience working in a post-secondary environment is considered an asset.
- Excellent interpersonal and communication skills, with the ability to represent the university professionally in all interactions.
- Excellent administrative and organizational skills.
- Ability to take initiative and work with limited supervision.
- Ability to work both independently and as part of a team.
- Excellent internet research skills.
- Adept at learning new programs and technology.
- Understanding of, and ability to uphold, confidentiality.
- Ability to work effectively with people of diverse backgrounds, cultures, and abilities.
- Excellent use of technology for collaboration.
- Knowledge of, and experience with, Smartsheet is considered an asset.



Salary Scale: \$52,810 - \$66,012 annually

**To apply for this position please submit a resume and cover letter [HERE](#) no later than
4:00 p.m. on August 7, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.