

York University Position Description
YUSA 2

Position Title: Event/Conference Coordinator: Transforming Health through Systems Thinking and Complexity Science Conference

Department: Faculty of Health

Physical Location: HNES, Keele Campus, York University

Term of Employment: November 1, 2017 – November 30, 2018

Hours of Work: 10 hrs/week; Days & times to be scheduled by Lead/Manager

Reports to Manager: Director, Strategic Research & Partnerships

Employment Category: Part Time - up to 24 hours per week

Job Purpose:

Under the direction of the Research Leads, the Event/Conference Coordinator will be responsible for coordinating all aspects of the 'Transforming Health through Systems Thinking and Complexity Science' - International Conference at York University conference. This includes Coordination and Scheduling, Communications, Financial activities, and other duties.

Major Areas of Responsibility:

Event Coordinating and Scheduling – 70%

1. Prepares a variety of written material including: routine correspondence, rental agreements and information packages.
2. Supports the Lead Research staff with requests including but not limited to, event ideas, location selection, vendor selections, interactive tools used for presentations and miscellaneous data specific to the event.
3. Performs venue research as potential sites for events.
4. Obtains quotes for venue rentals, catering and related event rentals and services (e.g. furniture, a/v, entertainment).
5. Books spaces and event related services on and off campus for events.
6. Coordinates onsite event registration.
7. Drafts event critical paths, event agendas and rollouts for approval by the manager.
8. Records and tracks event data such as guest registrations.
9. Supports the launch of the event and when necessary, supports the administrative activities throughout the event to ensure success.
10. Produces event materials as required, such as signage, nametags, place cards, programs and menus.
11. Provides frontline service and responds to general inquiries from guests, students, parents, staff, volunteers, suppliers and others. Makes sure that event staff has all required information.
12. Oversees set up and clean-up of events.
13. Creates and maintains files.
14. Prepares and distributes event notifications.
15. Where needed, organizes the arrival and departure of invited speakers.
16. Collaborates with other campus offices and support staff as required, including, but not limited to, UIT, Events and Ceremonials, Finance, Communications, food services, Media Relations.

17. Supports funding applications for the conference as needed, and develops applicable budgets. Ensures that applications comply with competition guidelines and address evaluation criteria. Advises faculty members on budget development and allowable expenses.

Communications – 10%

1. Liaise with Communications with respect to event marketing and profile.
2. Develops and maintains social media and other forms of publicity for the event.
3. Under the direction of the Research Leads, the Event/Conference Coordinator will develop, maintain, and update the conference website as needed.

Financial Assistance – 15%

1. Conducts event reconciliation and prepares financial documents. Maintains associated records.

Other duties - 5%

Responsibility for others? No

Job Qualification and Related Skill Requirements

Two (2) years' experience in event planning and project coordination, preferably in an academic environment. Experience with York University procedures and offices regarding events and financial administration. Experience in preparing/reviewing research funding proposals and budgets. Research grants administration experience. Experience creating websites using WordPress.

Additional Language Skills Required: None

To apply, please submit resume and cover letter to: Sarah Whitaker, Director, Strategic Research and Partnerships, Faculty of Health, sarahw@yorku.ca.