



## Trent Durham Student Association

55 Thornton Rd. S  
Oshawa, On L1J 5Y1  
905-435-5102

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### Events Coordinator Job Description

<b>Job Title</b>	Events Coordinator
<b>Reports to</b>	Vice President of Campus Life
<b>Compensation</b>	\$19.68/hour, 10 hours/week
<b>Start Date</b>	August 26th, 2024
<b>End Date</b>	March 28th, 2025
<b>Apply to</b>	Send Resumes and Cover Letters to <a href="mailto:jobs@mytdsa.ca">jobs@mytdsa.ca</a>

#### A.1.a. Job purpose

- (1) The Events Coordinator will be responsible for developing and running small weekly events in collaboration with the TDSA team.

#### A.1.b. Duties and responsibilities

- (1) The Vice President of Campus Life (VPCL) will delegate tasks to be completed by the Events Coordinator. These tasks may include, but are not limited to:
  - (a) Coordinating and developing small weekly events,
  - (b) Assuming a leadership role alongside the VPCL in the facilitation of other small and large-scale events,
  - (c) Collaborating with the VPCL in TDSA marketing and communications through social media and the TDSA website when needed according to TDSA's marketing and communications strategy,
  - (d) Other duties as assigned.

#### A.1.c. Qualifications

- (1) Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.
- (2) An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.
- (3) Strong and articulate communication and writing skills.
- (4) Must be fluent and familiar with Facebook, Twitter and Instagram social media platforms.
- (5) Strong independent worker and capable of working cordially with others.
- (6) Friendly personality, sociable and approachable.
- (7) Must be willing and capable of taking initiative.

**A.1.d. Working Conditions**

- (1) Working hours are flexible

**A.1.e. Physical Requirements**

- (1) N/A

**A.1.f. Direct Reports**

- (1) N/A

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.