

YORK UNIVERSITY

DEPARTMENT OF HUMAN RESOURCES JOB POSTING

For All YUSA Full Time, Part Time, Sessional and Limited Term Positions

JOB TITLE:[Events & Communications Assistant]

JOB CODE:[955755]

DEPARTMENT/FACULTY:[Office of the Dean, Lassonde School of Engineering]

SALARY BAND:[8]

JOB PURPOSE:

[Reporting directly to the Manager, Marketing & Communications, the Events & Communications Assistant role provides support to the Events Coordinator role and the wider Communications & Marketing team in delivering successful in-person and virtual event experiences. The role assists with the coordination and implementation of external and internal events, site visits and ceremonies, across the Lassonde School of Engineering, by ensuring information and materials are prepared accurately and on time to facilitate the effective implementation of events and activities.

The role supports the vision, purpose, values and strategic direction of the Lassonde School of Engineering and York University, and contributes to a positive, supportive student-focused team environment of high performance, respect, trust, collaboration, and continuous improvement, and embraces diversity and fosters inclusion.]

MAJOR AREAS OF RESPONSIBILITY:

1. [Event Planning & Logistics]
Percentage of time: [60]%

[Reporting to and under the direction of the Manager, Marketing & Communications and receiving work direction, on event facilitation, from the Events Coordinator role:

- A. Supports annual events and ceremonies, such as arranging event logistics and producing multimedia communications pieces (including graphics, posters, etc.).
- B. Supports internal and external Lassonde events, which includes regular annual events such as Convocation, Award Ceremonies, etc.
- C. Supports special Lassonde specific initiatives such as conferences and site visits, accreditation audits, etc.
- D. Assists in the implementation of various registration and RSVP tools and systems, such as Mach Forms, and monitors RSVP lists.
- E. Attends planning meetings and follows-up on action items, as assigned.
- F. Prepares event packages by collecting and/creating documents, photocopying, collating material in binder/folders, as needed.
- G. Follows up with vendors and/or suppliers on event set-up and logistics.
- H. Administers onsite registration including recording and tracking guest registrations, issuing name tags, place cards, agendas, brochures, etc.
- I. Updates the events calendar on Lassonde's main website.
- J. Ensures participants are provided with required event information.
- K. Handles event inquiries via telephone, in-person, and via email.]

Contacts: [Events Coordinator, Manager, Communications & Marketing, Director, Communications & Marketing, Dean's Office staff members, faculty members, students, staff, external organizations, external vendors, various offices at York University]

Reason for Contact: [To plan, support, and coordinate logistics and administration for various events and initiatives.]

2.[Event Material Support & Communications Assistance]

Percentage of time: [25]%

- A. Under the direction of the Manager, produces communications event materials as required, such as e-blasts, invitations, web content updates, web calendar updates, signage, nametags, place cards, programs, menus, etc.
- B. Reviews materials submitted to the Communications & Marketing team. Proofreads and makes recommendations on required edits. Presents final materials to management team for review and approval.
- C. Maintains and updates documents, files, and internal event calendars, as required.
- D. Tracks data, creates reports and provides information, as requested, to the Communications & Marketing team.
- E. Responds to inquiries from students, faculty, staff, and others on communications, including events and materials.
- F. As requested, arranges meetings, sends invitations, prepares agendas, photocopies, etc. Arranges logistics, technology, catering, and takes minutes during meetings.]

Contacts: [Events Coordinator, Manager, Communications & Marketing; Director, Communications & Marketing, Dean's Office staff members, faculty members, external organizations, various offices at York University.]

Reason for Contact: [To prepare, proofread and receive approvals and feedback on materials. To support day-to-day administrative functions for the Communications & Marketing team.]

3.[On-site Event & Post-Event Assistance]

Percentage of time: [10]%

- A. Attends in-person and virtual events to help set-up and tear-down, as required.
- B. Provides support with signage, directing guests, registration, and material distribution, etc.
- C. Provides support to guests, such as troubleshoots issues, provides information/directions, etc.
- D. Gathers and records guest attendance. Ensures information is accurately reflected in the database for future reference.
- E. Gathers information and develops communications materials for post-event evaluations, including the distribution of post-event surveys, as directed.
- F. Provides post-event summary to Manager, as directed.]

Contacts: [Events Coordinator, Manager, Communications & Marketing; Director, Communications & Marketing, Dean's Office staff members, students, volunteers, York University community members, event guests.]

Reason for Contact: [To provide assistance and support throughout events.]

4. Other duties as assigned
Percentage of time: 5%

COMMUNICATIONS:

	English
Basic reading skills (e.g., scanning text, reading forms, etc.)	<input checked="" type="checkbox"/>
Basic writing skills (e.g., writing brief notes, completing forms, etc.)	<input checked="" type="checkbox"/>
Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.)	<input checked="" type="checkbox"/>
Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.)	<input checked="" type="checkbox"/>
Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.)	<input checked="" type="checkbox"/>
Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.)	<input checked="" type="checkbox"/>

PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

<input checked="" type="checkbox"/> VDT Use	[50%	<input checked="" type="checkbox"/> Bending	[5%
<input checked="" type="checkbox"/> Prolonged visual attention	[50%	<input checked="" type="checkbox"/> Walking/mobility	[15%
<input checked="" type="checkbox"/> Prolonged audio attention	[40%	<input checked="" type="checkbox"/> Verbally abusive	[1%
<input checked="" type="checkbox"/> Hand/finger dexterity	[50%	<input checked="" type="checkbox"/> Physically threatening	[1%
<input checked="" type="checkbox"/> Prolonged sitting	[50%		
<input checked="" type="checkbox"/> Prolonged standing	[30%		
<input checked="" type="checkbox"/> Lifting and/or carrying (approx. [10]lbs/[] kg)	[10%		

QUALIFICATIONS:

Minimum level of formal education required:

[College Diploma in Communications, Event Management, Marketing, Digital Communications, Public Relations, or Hospitality, or an equivalent of 2 years of recent experience (defined as within the last three years) working at York University and performing the same or similar tasks. This education equivalency is in addition to the experiential requirements outlined below.]

Minimum number of years and type of relevant work experience required:

[Two (2) years professional experience in the Communication field including writing and producing communications pieces such as emails, invitations, and event programs, along with Event Coordination experience, including developing work-back schedules and critical paths. Experience working on large-scale events in a university environment is considered an asset.]

Skill(s) required:

- [Ability to write, edit and proofread at an advanced level in the English language.
- Ability to write and edit a broad range of communications.
- Impeccable accuracy in grammar, spelling, and content verification.
- Excellent oral communication skills.
- Tact, courtesy, and discretion.
- Ability to work effectively under pressure with a high volume of work.
- Ability to handle a variety of assignments.
- Ability to work effectively in a team-based environment.
- Ability to work independently and exercise good judgment.
- Strong organizational skills with project management skills to coordinate and plan work.
- Superior customer service skills.
- Advanced word processing (MS Word). Intermediate presentation software (MS PowerPoint).]

This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

JOB SPECIFICATIONS:

Hours of work: [8:30 am - 4:30 pm or 9:00 am - 5:00 pm.]

Summer: [Same as above]

Occasional overtime will be available

Peak periods for this position: [September-October, January-March]

Hours during peak periods: [Hours may change to accommodate an event scheduled outside of regular office working hours.]

Vacation restriction: [Vacation is restricted during peak periods and must be approved to ensure coverage, as required.]