**YWIL TWU Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | Director of Events | **Location:** | Trinity Western University |
| **Department:** | Events | **Reporting to:** | President |
| **Created Date:** | February 2021 | **Employment Type:** | Student |
|  |  |  |  |
|  |  |  |  |

**Position Summary**

The Director of Events will oversee three events assistants and their events, including the Workshop coordinator, Networking Unplugged coordinator and the International Women’s Day Brunch coordinator. They will oversee and assist the events assistants when needed in their individual projects while also managing conference planning for the BOLD conference. The director will be responsible for brainstorming and executing ideas for venue, conference structure, giveaways, speakers, table hosts etc. They will work with the marketing team to brand the conference accordingly and upload all relevant documents to the events folder on Google Drive. They will use the exec team to help generate a theme, speaker suggestions etc and delegate tasks to the events assistants when needed. The Director will be responsible for carrying out the execution of the conference as well as creating a proposed and final budget for the conference.

**Essential Duties and Responsibilities**

- Book venue for BOLD conference

- Create a conference outline (refer to BOLD conference 2019 outline)

- Organize, update and upload all relevant events documents to the Google Drive

- Create event budgets and update spreadsheet as required

- Source and confirm all speakers, panelists and table hosts

- Assist events assistants in all other YWiL event activities

- Attend weekly Exec meetings

**Education Requirements**

Must be third year (or higher) standing as of Fall 2021. Any major and/or specialization can apply.

**Experience Requirements**

* Previous student leadership roles considered an asset
* Current YWiL member considered an asset
* Previous club involvement considered an asset
* Internship/work in event planning, marketing, project coordinating and other business fields is considered an asset

**Skills and Abilities**

* Very organized
* Strong leadership abilities
* Creative and innovative
* Persistent and diligent in following through with tasks
* Effective time manager, can manage multiple projects at once
* Not afraid to reach out to speakers when required
* Is self-sufficient/does not need to be reminded to complete tasks

**Employee Statement of Understanding**

☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

**Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date (mm/dd/yy):**

**President’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date (mm/dd/yy):**