

**Toronto Metropolitan University Student Centre** is an extra-curricular community hub on TMU Campus. We operate the campus pub, a café, and event/conferencing services. Also housed in our buildings are the Students' Unions, the Eyeopener student newspaper, and the campus radio station, CJRU.

### **Job description - Events and Marketing Coordinator**

Are you looking to join a team that focuses on how you will grow and develop while working with us, instead of a team that focuses on what you will do daily?

Are you looking for an experience that will challenge you to consistently learn and grow in your position?

Is personal development a top priority for you right now?

Are you looking to join a team that you don't work for, but that you are a part of? A team where your input, work, successes, and failures are valued and seen to help our organization grow?

If you answered YES to any of these questions, we encourage you to apply. We promise we will not waste your time. If you are the right fit, you will join our amazing team.

Why would you join our team? Our focus is on Experience. Whether you are joining us on our staff team, as a customer, or as a building guest, we want you to have the best experience possible while under our roof.

Why would you not want to join our team?

If you don't like consistent change and innovation...

If you don't love putting your best work forward everyday...

If you are not inspired by challenges...

Then this job is not for you.

**Position Compensation** - \$26.95 per hour to start plus H&D benefits and RRSP

**Job Location:** 55 Gould Street. TMU Campus. Downtown Toronto!

**Position Type:** Full-Time, Permanent

What the Position Offers You:

- The opportunity to work directly with students, staff, faculty, and external clients
- The opportunity to learn and grow through attending conferences, taking courses, and attending events

- The opportunity to bring your ideas, knowledge, and expertise in marketing and event planning with our team
- We will have your back while you work with our team, and when you choose to move on, we will support you and help you find the next career opportunity that is right for you. People join our team, going all in while here, and when needed we will understand and support your transition...

### **The Skills You Need (or Are Willing to Develop) to Be Successful in the Position:**

- Event planning, coordination, and execution
- Development and Management of effective marketing strategies and campaigns for all our departments
- Social Media experience with an understanding of Hootsuite, Vimeo/Veed/Video Editing Software, Facebook Paid Ads, etc.
- Keen eye for graphic design and knowledge of industry standard software
- Experience with Calendar Management / Scheduling
- Commitment to inclusive, diverse, and accessible marketing and events planning
- Extremely organized and detail oriented
- Be happy and confident, and eager to help create a positive student experience on campus
- Proven communication, research, and interpersonal skills
- Self-starter with strong initiative and drive
- Ability to work independently or as part of a team
- Ability to take direction and execute efficiently
- Coachable and able to receive constructive feedback
- Outgoing, social, and passionate about our marketing and event management

Right now, is the perfect time to join our team and help move our newest innovations forward. You will play a key role in creating awareness of all our operations, and conceptualizing and coordinating events for our Pub, our Café, and our Student Campus Centre. WE NEED YOUR HELP!

### **What You Will Do:**

Help us build the SCC (Student Campus Centre) and Oakham House brand and marketing strategies and campaigns:

- Take lead on planning, strategy, and execution of all marketing and promotions for the Met Campus Pub, Oakham Café, and Conference Services.

- Manage the day-to-day marketing for all our outlets including our website, drip marketing campaigns, and day-to-day social media.
- Market our Vision. Build our Brand.

Plan, organize and execute kick-ass student events in our Pub, Café, and Student Campus Centre.

- Work with on-campus student groups to make the SCC **THE** student destination for extra-curricular events on Campus.
- Assist on-campus student groups host events in our spaces that will create memories for a lifetime
- Assist with our Guest Service Evaluation program

What is it like to work with us? We are committed to developing and growing each and every team member. We are looking for motivated and engaged performers to join our team; someone who is looking to start their career, not their next job. **You will have to be comfortable with being innovative and a self-starter; we want our building to be an active community building hub and you will be a key part of that!**

**Job Types:**

- Full-time, Permanent

**Benefits:**

- Comprehensive health and dental program
- RRSP

**Schedule:**

- Monday to Friday (some evenings and weekends as needed)

**Experience:**

- Marketing: 1 year (preferred)
- Event Coordination: 1 year (preferred)

The SCC aims to achieve and maintain a representative workforce for all employees by actively seeking to attract individuals of diverse backgrounds while affirmatively addressing the historic underrepresentation of marginalized communities, including but not limited to, Indigenous peoples, Black people, people living with disabilities, racialized people, LGBTQ+ people and women.

**Persons with Disabilities:** Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodation, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.

**Applying:**

We thank all who apply, however only qualified candidates will be contacted for an interview.

Submit resume and cover letter (One document in Word or PDF Format) with heading: Events and Marketing Coordinator to [jobs@tmusc.ca](mailto:jobs@tmusc.ca)