

**Nest-Fest Assistant Coordinator**

Location(s) UBC campus  
 Employment Type Part-time  
 Job Description

**Overview:**

The “AMS Nest Fest” will be a week-long celebration for the opening of UBC’s new Student Union Building, the AMS Student Nest. This position offers a unique opportunity to use your knowledge of student life to work with the AMS Events Department in organizing and implementing the programming, marketing and related duties of this event welcoming the student body to their new SUB and implementing programming for the clubs resource and sustainability centre.

<b>Reports to:</b>	New SUB Community Engagement Coordinator and Events Manager
<b>Supervises:</b>	Nest Fest event staff
<b>Employee status:</b>	Term, Part-time
<b>Term length:</b>	5 months (August 18 <sup>th</sup> , 2014 – <del>January 15<sup>th</sup>, 2015</del> <u>April 15 2015</u> )
<b>Hours per week:</b>	Average of 10 hours per week from August to <del>April</del> <u>December</u> <del>25 hours per week in January</del>
<b>Compensation:</b>	\$11.25 per hour

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**Duties and Responsibilities:**

- Assist New SUB Community Engagement coordinator in all duties including but not limited to:
- Recruit, train and supervise Nest Fest staff hired to work during the first week of ~~January~~ April
- Research and program a Clubs Sustainability Resource Centre in terms of programming, required equipment and layout
- Consult AMS council and Clubs throughout process of formation of options for programming of clubs sustainability resource space
- Program implementation plan for execution and launch of space
- Liaise with SAC and AMS body as a whole to consider viable staffing programs
- ~~Create and schedule Nest Fest programs and events in consultation with the AMS Events Department, Executive, Food and Beverage Department and Bookings Department~~
- ~~Manage or delegate management for all events during Nest Fest~~
- ~~Secure all necessary venues, equipment, power, artists, and special staff for Nest Fest, working with the AMS Events Department~~
- ~~Promote and market the Nest Fest events~~
  - ~~Liaise with campus and AMS organizations (UBC REC, Housing and Conferences, Student Involvement, AMS clubs and constituencies and others) to ensure a coordinated student experience~~
- Live the values and mission of the AMS daily
- Other duties as required

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**Qualifications and Experience:**

- Must be a currently registered UBC Student
- Knowledgeable and familiar with student life at UBC
- Strong leadership skills and the ability to manage a large staff

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- Ability to work collaboratively and communicate effectively on shared projects
- Able to work independently
- Contributes creative promotional and marketing ideas
- Experience in event management
- Must be able to work irregular hours when necessary
- Ability to thrive in fast paced environments

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