Job Description

Position title: Conference Coordinator for the Student Union Development Summit (SUDS) Coordinator
Reports to: Executive CommitteeVice-President External Affairs
Supervises: SUDS Conference volunteers
Employee status: Term, Appointed
Length of term: May - August September (54 months)
Hours per week: 25 hours per week, as required, until August 31, 10 hours per week in September
Compensation: Tier 1
Date revised: February 8, 2018March 28, 2019

Position Purpose

The Conference Coordinator for the Student Union Development Summit (SUDS) Coordinator will report to the President-Vice President External Affairs in the planning of the conference. The SUDS Coordinator will plan all logistics for the conference and coordinate all people working volunteering on the project and delegate tasks as they see fit. The incumbent will oversee the execution of the conference and act as a point person for delegates as questions arise before, during, and after the conference.

Duties and Responsibilities

- Coordinate, attend and chair a SUDS Planning Committee meeting once a week
- Work independently and with conference volunteers to complete portfolio-specific tasks in the planning of the conference
- Collaborate with relevant Executives to ensure all components of the conference (from workshops to social events) align with the AMS mission statement and bring value to visiting student union leadership
- Build strategic relationships with various campus, community, government, and business partners who support the conference
- Respond to conference attendee inquiries and needs in a professional way and ensure all attendees are provided with the information necessary to inform them of expected behaviour during the conference
- Must be cognizant of accessibility needs and proactively plan ahead for those who need it
- Build on current safety management strategies to ensure the comfort and safety of attendees
- Attend and participate in all SUDS Planning Committee meetings
- Collaborate with relevant Executives and SUDS Planning Committee members to create a timeline for SUDS
- Oversee events on the day of the SUDS
- Perform portfolio specific tasks
- Partner with Volunteer Coordinator to ensure supervision for volunteers
- Foster a strong team relationship which emphasizes teamwork and communication
- Onboard, support, and oversee volunteers to assist with day-of execution of tasks
- Build strategic relationships with various campus and community partners who support the Conference
- Work with Communications and the President to develop a creative marketing campaign using digital media, social media, and person-to-person interaction.
- Utilize social media, phone, and email to respond to inquiries about the conference
- Works with the AMS mission statement and values to operate a successful department
- Oversee all events during the days of the SUDS conference
- Develop a system to intake feedback from attendees and create recommendations for implementation in future years.
• Other duties as required

Qualifications and Experience

• Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
• Must have some event planning experience
• Strong creative point of view
• Strong public relations, teamwork, and organization skills
• Ability to meet deadlines and work well under pressure
• Ability to develop a budget and stay on target
• Must be able to work flexibly, adapting to the different needs and limitations of each project
• Must proactively initiate cross-portfolio communication
• Ability to adapt designs to specific needs, limitations, contexts, formats, purposes and audiences
• Demonstrated examples of leadership skills, especially among peer group
• Strong interpersonal, organizational, and project management skills
• Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
• Results-oriented and reliable
• Past experience or involvement in campus-related leadership initiatives an asset
• Strong strategic and critical thinking skills