

Position title: Event and Communications Officer
Reports to: Elections Administrator
Status: Volunteer, Term, Appointed
Length of term: August 15 – October 15, 2025
Hours per week: 15 hours per week (AMS Fall By-Election)

Position Purpose

The **Events and Communications Officer (ECO)** serves as the primary liaison between AMS Elections and the UBC student body. Their goal is to build up as much interest as possible, in the lead-up to, and during the election period. The ECO plans and organizes events for the AMS Elections, including Elections Results Party, All-Candidates Meeting, and Candidates' Forums. They will also work with AMS Marketing and Communications to conceptualize and oversee all promotions of the AMS Elections. The AMS Elections is an independent, autonomous committee of five students that oversees elections and referendums for all students!

Duties and Responsibilities

- Collaborates with venues to plan event layout and design
- Schedules and manages all events from start to end
- Organizes facilities and details including decor, catering, equipment, and entertainment
- Ensures compliance with legal, health and safety obligations
- Coordinates plain language resources to facilitate engagement in electoral processes
- Organizes collaborations with other campus voices, including media outlets, clubs, and societies to implement promotional opportunities

Skills and Qualifications

- Be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Cannot be currently in a position where there may be a conflict of interest*
- Ability to attend weekly meetings throughout the school year
- Ability to work well independently and as a team member
- Understanding of the importance of committing to impartiality and confidentiality
- Strong time management and organizational skills
- Ability to manage multiple projects and tasks independently
- Experience organizing events is an asset
- Careful attention to detail
- Upbeat, fun, and outgoing personality is an asset

* Cannot be a candidate in the elections for AMS Executives, Constituencies (undergraduate societies), the Board of Governors, the Senate, the Ubysey and the Student Legal Fund Society. Cannot be a member of the AMS Council, AMS student government staff, an AMS Service Coordinator, or an executive of any Constituency. Cannot hold any position to which they have been appointed by (or in which they report to) the AMS Council, an AMS Executive, the Managing Director, an AMS Senior Manager, or anyone on the preceding list.

To Apply:

Please submit your resume.

Application deadline: 11:59pm August 4, 2025