



UTMSU ORIENTATION 2021 - VOLUNTEER OPPORTUNITY

Position: Sponsorship Coordinator
Type: Commission-based & Honorarium
Location: Mississauga
Start Date: No later than Monday, June 7, 2021

Date Posted: Monday, April 26, 2021
Expiry Date: Monday, May 17, 2021

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. For more information please visit www.utmsu.ca.

Job Description:

As a Sponsorship coordinator, you will work to secure sponsorship from businesses in our community—especially within the vicinity of the UTM campus—throughout the months of May, June, July, August and September. You will make contact with businesses, virtually or in person (depending on the public health situation), to invite them to participate in sponsorship opportunities available at the UTM Students' Union. To carry out the job, you will be provided with background information, promotional materials and sponsorship partnership agreements. You will also be the main point of contact with these organizations, and will follow up with them regarding the fulfillment of the contract terms. You will report on a regular basis to the Executive Director and Vice-President Internal.

Compensation

Remuneration is on a commission basis. In addition, Sponsorship Coordinator is eligible for an honorarium. Honorarium is based on the overall performance during the contractual period, and is on the sole discretion of the Executive Committee.

Contact / Application Information:

For more information on the position of Sponsorship Coordinator, please contact UTMSU at apply@utmsu.ca.

How to Apply:

- Please send your cover letter & resume by Monday, May 17 at 11:59 pm to apply@utmsu.ca
- Emails must have the subject line "**Sponsorship Coordinator Orientation 2021**".
- Cover letter and resume **must not be** more than 2 pages each.

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date: Monday, June 7, 2021
- Contract end date: Friday, September 30, 2021 – possible extension pending performance review.