



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100
Mississauga ON, L5L 1C6
T: 905-828-5249 F: 905-569-4714

EMPLOYMENT OPPORTUNITY

Position: Event Coordinator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Mon. June 9, 2025 – Thurs. April 30, 2026

Date Posted: May 13th, 2025
Expiry Date: May 26th, 2025 - 11:59PM

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 (www.utmsu.ca).

Job Description:

The Event Coordinator will be working closely with the Vice President Campus Life to achieve the goals of the union. The candidate will support the Vice President Campus life with projects and campaigns and must demonstrate an interest in campus life events.

Responsibilities:

- Must complete at least six (6) hours a week.
- Attend weekly team meetings with the VP Campus Life.
- Support the VP Campus Life and the Executive Team on event Planning .
- Assist with the event planning, including but not limited to logistic, marketing, and sponsorship.
- Organize the UTMSU Events Calendar for the fall and winter terms.
- Complete tasks as assigned by the Vice President Campus Life and the Executive Team.
- Complete at least three (3) hours of assigned outreach per week.
- Attendance at all UTMSU arranged events is expected unless the attendee is unable to do so due to an emergency, in which case appropriate reasons must be provided.

Qualities/Skills Required:

- Highly organized
- Effective communicator
- Punctual
- Extremely personable
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills
- Good organizational skills: time management and organize/schedule meetings
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues
- Accountable: able to report weekly on assigned tasks

- Reliable and respectful
- Knowledgeable and/or willing to learn
- Creative
- Effective Note Taker
- Excellent Budgeting skills

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Event Coordinator, please contact UTMSU at jobs@utmsu.ca and vpcampuslife@utmsu.ca.

How to Apply:

Please send your cover letter & resume by May 26, 2025- 11:59 PM to the attention of Rui (Owen) Zhang: jobs@utmsu.ca and CC: vpcampuslife@utmsu.ca.

Please use the subject "Application: Event Coordinator".

Interview:

Only selected candidates will be invited for an interview.

- Your Students' Union

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Local 109 - Canadian Federation of Students

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