



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  
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## EMPLOYMENT OPPORTUNITY

Position: Events & Membership  
Engagement Coordinator  
Type: Full Time - 40 hours/week  
Date Posted: April 13, 2026  
Location: UTM (Mississauga)

Duration: 1 year contract, possibility  
of extension into a Full-Time position  
Expiry Date: April 27, 2026  
Start Date: May 11, 2026

### 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. UTMSU is a not-for-profit student organization based at the University of Toronto Mississauga. We advocate for a free and accessible post-secondary education, campaigns, manage the student center and administer 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](http://www.utmsu.ca)).

### Job Description:

The UTMSU is in search of a dedicated, creative, and highly motivated individual to act as an Events and Membership Engagement Coordinator for the students' union. In alignment with our values for inclusivity, it is our aim to have a team that reflects the diversity of the communities we serve. The Events and Membership Engagement Coordinator will be working with the executives, to support all events and UTMSU recognized campus groups by providing them with access to resources and available space for their activities. UTM Campus groups are the back-bone of the UTMSU and as such, it is vital to maintain a good relationship between the Union and its recognized clubs, academic societies and levy groups. The Events and Membership Engagement Coordinator shall work to maintain this relationship in good faith.

### Responsibilities & Duties:

This position reports directly to the Executive Director. The specific duties of the Events and Membership Engagement Coordinator are, but are not limited to:

#### Membership Engagement

- Refer club concerns to the VP Campus Life and assist with implementing solutions.
- Refer academic society concerns to the VP University Affairs and assist with implementing solutions.
- Refer levy groups concerns to the Executive Director and assist with implementing solutions.
- Respond to all campus groups queries and concerns in a timely manner.
- Prepare club & society re-recognition packages, and any other responsibilities regarding the UTMSU clubs & societies.

- Prepare workshops at the beginning of each semester (Summer, Fall, Winter) to orient campus groups executives with relevant rules, deadlines, opportunities, and services provided to them by UTMSU.
- Update the Campus Groups Handbook and website with relevant information for clubs, societies, levy groups and general members.
- Work with VP Campus Life and VP University Affairs to organize club/society recognition and office space requests.
- Find innovative ways to better serve campus groups and help with the implementation.
- Assist in organizing Welcome Back Week and help in other club/society/levy group related events.
- Ensure that club/society/levy group office hours are set and complied with.
- Ensure levy groups have a valid space agreement with the UTMSU.
- Supervise financial matters pertaining to clubs and societies.
- Work with levy groups to ensure they maintain good financial standing.
- Maintain all current information of all campus groups.
- Request all key access cards on behalf of campus groups.
- Assist the VP Campus Life with preparing agendas for the Clubs Committee meetings.
- Assist the VP University Affairs with preparing agendas for the Academic Societies Advisory Committee meetings.
- Attend all Clubs Committee meetings and Academic Societies Advisory Committee meetings.
- Maintain the campus groups database including financial information pertaining to the clubs, societies, and levy groups.
- Facilitate funding workshops to ensure proper financial statements.
- Make an effort to attend campus groups events.
- Assist with other duties as assigned.

#### Events

- Coordinate and facilitate regular meetings with the executive committee to plan all major UTMSU events.
- Develop an Events Checklist and ensure that the Events Checklist is completed for each event.
- Ensure that events are accessible, inclusive, safe, and that all requirements are met.
- Support with external bookings and other administrative tasks.
- Facilitate contracts with vendors, performers, partners and other external parties.
- In collaboration with the Executive Director, Vice-President Internal, support the Executive Committee in developing effective budgets for events and ensure appropriate spending within set budgets.
- Assist with other duties as assigned.

#### Qualifications

- A graduate from a college or university program.
- A strong understanding of the aims and goals of students' unions and the student movement will be considered an asset.
- Previous club, academic society or levy group executive experience will be considered an asset.
- Previous event management experience will be considered an asset.
- Familiarity with working within a non-profit organization will be considered an asset.
- Proven excellent verbal and written communications skills in English with the ability to write for a variety of audiences and platforms.
- Exceptional organizational and time management skills, with the ability to meet quick deadlines.
- Excellent interpersonal, decision-making, facilitation, and communication (verbal & written) skills.
- Proven ability to develop relationships with key stakeholders to establish trust, credibility, and respect.
- Advanced administrative competence with programs, such as; Word, Excel, PowerPoint, Zoom, Outlook, Gmail, POS systems, etc.
- Dedication, commitment and a willingness to work overtime and flexible hours.

#### Compensation:

The compensation will be \$55,000 CAD plus benefits, including vacation and sick days.

#### Contact / Application Information:

For more information on the position of Events and Membership Engagement Coordinator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and cc: [executivedirector@utmsu.ca](mailto:executivedirector@utmsu.ca). Please use the subject "Application: UTMSU Events & Membership Engagement Coordinator."

#### How to Apply:

Please send your cover letter & resume by April 27th, 2026 - 11:59PM to the attention of Rui (Owen) Zhang: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [executivedirector@utmsu.ca](mailto:executivedirector@utmsu.ca). Please use the subject "Application: UTMSU Events & Membership Engagement Coordinator."

UTMSU provides equal opportunity in employment and encourages applications from all qualified candidates. By valuing a diverse workforce, we enforce hiring practices that are fair and equitable.

#### Interview:

*Only selected candidates will be contacted for an interview.*

- Your Students' Union  
University of Toronto Mississauga Students' Union  
Local 109 - Canadian Federation of Students

Also, visit us on [utmsu.ca](http://utmsu.ca) or  
follow us on Instagram [@myUTMSU](https://www.instagram.com/myUTMSU)