



SPECIAL EVENTS COORDINATOR JOB POSTING

September 15th, 2022

OPIRG (Ontario Public Interest Research Group) Peterborough invites applicants to fill a vacancy in the position of **Special Events Coordinator**. OPIRG Peterborough is a non-profit levy group that works to create sustainable engagement on social and environmental justice issues in the Peterborough/Nogojiwanong community.

The Special Events Coordinator will work with the OPIRG Peterborough staff and Board of Directors to:

- Help carry out OPIRG's numerous educational events, training workshops, and ongoing community activities.
- Promote organization, events, and campaigns through talking to classes, tabling, and supporting the social media manager with promoting events using Instagram, Twitter, and Facebook, and networking with other organizations.
- Collaborate with student groups and community organizations to help plan various events and campaigns.
- Take on additional tasks as required.
- This position may require evenings and/or weekends work.

Qualifications:

- Must be TIP eligible
- Strong written and verbal communication and interpersonal skills.
- Commitment to anti-oppression and consensus-based decision making.
- Demonstrated ability to work well as part of a team and ability to work well with diverse groups of people, treating everyone in a fair, supportive and cooperative manner.
- Good organizational and time management skills, ability to stay focused and meet deadlines with frequent interruptions.
- Ability to work independently, take initiative, make good judgments, and show discretion when working with minimal supervision.
- Ability to develop and give oral presentations to both large and small groups.
- Good leadership, planning, and problem-solving skills.
- Familiarity with how to promote events using social media sites.
- Strong computer skills.

Term and Compensation:

About 8-10 hours a week for 20 weeks (200 hours total, TIP guidelines) at \$18.35 per hour.



Supervision and Training:

The Special Events Coordinator will be supervised by the full-time OPIRG Peterborough Coordinator and will be provided training as per Trent University's existing workplace safety modules in addition to OPIRG Peterborough onboarding, anti-oppression training, and consensus training.

Method of Application

Please submit resume and cover letter to "Hiring Committee" electronically to opirg@trentu.ca.

Deadline for applications: October 2nd, 2022, 11:59 pm.

OPIRG Peterborough invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of applicants throughout all stages of the selection process. To ensure needs are accommodated through this process please contact opirg@trentu.ca. Information received relating to accommodation measures will be addressed confidentially.

Only applicants who are considered for an interview will be contacted.

More information about OPIRG Peterborough can be found at <https://opirgptbo.ca>