

Job Title: Events Manager

Weekly Time Commitment: 8 hours

Reports to: Vice President, Events

Roles and Responsibilities:

- Responsible for organizing all types of REHSA events (social, educational, and experiential)
- Write and Submit Student Risk Management (SRM) proposals to the Risk Committee for approval
- Coordinate with the Corporate Relations Team to plan events that incorporate all of the Corporate Sponsors' goals
- Collaborate with the Marketing Team to ensure a correct marketing plan is executed for the events, and the correct information is sent to attendees
- Compare cost and feasibility of venues and negotiate food and drinks pricing
- Ensure venue is set up effectively for the style and size of the event, including décor, any necessary A/V equipment, banners etc.
- Ensure events are kept within the budget specified by the Director of Finance

Required Skills and Traits:

- Teamwork
- Strong Oral and Written Communication
- Detail Oriented
- Organization and Time Management
- Negotiation Skills