



Events Coordinator

At Women in Engineering, Science, and Technology

Number of Positions Available: 1-2

Tenure: August 5th, 2024 to August 2025

Role Summary

The Events Coordinator is responsible for working with project coordinators to plan and execute project events, including the Meet and Greet, Panel Event and Project Showcase as well as any other WEST events. Within your role, you will be working to secure venues, catering, decor and other logistics for the events.

Responsibilities

- Book venues and catering for WEST events
- Work with WEST team to decide on and book decor
- Work with Project coordinators to keep within the project budget
- Work with project coordinators to develop schedule and logistics of events

Expectations

- Attend the WEST weekly meeting
- Answer slack messages within 48 hours on business days
- Work cohesively with WEST Director, Director of Business, and Project Coordinators to successfully develop and execute the workshop
- Provide weekly updates to the WEST Director and Director of Business
- This position is hybrid. Majority of the work can be done remotely, but you will need to be in-person in Victoria to run and host all events

Qualifications

- You identify as female or women+
- You are a full-time or part-time student at The University of Victoria
- Experience in events is preferred but not required

How to Apply

Please fill out this form to express interest in the Events Coordinator Position: [Interest Form](#)

If you have any questions, please email WEST at uvicwest.official@gmail.com.