



Summer Research Internship

Think for Actions and Werklund School of Education, University of Calgary
Funded by Canada Summer Job 2017

Summer Event Manager

Job Title:	Summer Event Manager	Job Category:	Program Event Implementation
Department/Group:	Event Manager	Job Code/ Req#:	TFAEM
Location:	Education Block Tower, Room 291 Werklund School of Education, University of Calgary 2750 University Way NW	Travel Required:	Within the city
Level/Salary Range:	Volunteer Position	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Supervisor Contact:	Dr. Mukarram Zaidi	Date posted:	May 1, 2017
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:	www.thinkforactions.com		
Applications Accepted By:			
<p>E-MAIL: summer.research@thinkforactions.com Subject Line: Resume for [TFA- Summer Job] Event Coordinator Attention: Project Lead - Dr. Mukarram Zaidi and Dr. Shirley Steinberg</p>			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>To oversee the successful implementation of [Program] in all quadrants of the city. The schedule for the programs on a weekly basis and in each location, will be the responsibility of the Event Coordinator. To successfully fulfill this role, the candidate will be expected to:</p> <ul style="list-style-type: none"> • Attend regular weekly meetings with Project Lead • Provide feedback for September Unity Event • Create team for event planning for the Unity Conference • Seek the support and direction of the team in the curriculum of the programs • Train program coordinators to directly supervise your program in a specific location. Continue to train program coordinators until your program is running in all quadrants of the city • Continue to provide support and mentorship to program coordinators 			

- Coordinate with the Support Managers to ensure
 - a) Communications: Your program is advertised on social media
 - b) Graphic Design: You have high quality and approved material to advertise through communications
 - c) Accounting: To ensure program funding needs are met, also to ensure all expenses are properly recorded
 - d) Volunteer Coordinator: To find your program coordinators and for them to find program facilitators

QUALIFICATIONS AND COMMITMENT REQUIREMENTS

Our number one priority in identifying candidates, is intention. Intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.

Coordinating events and working within a team, and with youth is essential.

Being able to set daily targets to meet weekly goals are imperative.

Experience applying for grants and funding is an asset.

Experience writing achievement reports is an asset.

The candidate should also have a basic understanding of Islam, creed, relative to the program he/she is running.

ADDITIONAL NOTES

[Type any additional notes if needed.] If not then just delete this section.

Offered By:	Click here to enter text.	Date:	Click here to enter a date.
Accepted By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date/Time:	Click here to enter text.