



Events & Operations Lead (Umoja Black Community Engagement Program)

Term: Contract – May 31st, 2023 – to April 29th, 2024

- **Hiring Office:** Student Experience Office (SEO)
- **Hiring Manager:** Patsy Orkar
- **Hiring Manager Title:** Diversity, Equity and Community Programs Coordinator
- **Hiring Manager Email:** patsyorkar@cunet.carleton.ca
- **Hiring Manager Phone Number:** (613) 520-2600 ext. 3279
- **Position Type:** Part-Time
- **Number of Hours:** 15 – 12 hours per week
- **Pay Rate:** \$25.00 per hour
- **Number of Positions:** 1

Position Overview

The *Events & Operations Lead (Umoja Black Community Engagement Program)* role is a student leadership role on the Equity, Diversity, and Inclusion (EDI) team in the Student Experience Office (SEO) at Carleton University. The role is responsible for the logistical development of all events for the Umoja Black Community Engagement Program. This role will co-supervise two coordinator roles along with the Umoja Community Engagement Lead.

The ideal candidate is a graduate student at Carleton University and self-identifies from the African, Caribbean, or Black community. They must have notable academic or professional experience related to diversity, equity, inclusion and/or anti-Black racism. They must also have previous experience with event planning, administration, and team leadership.

The Events & Operations Lead will be responsible for the management of all duties related to events. They must have strong organizational skills and be able to assess event needs in order for events to be successfully executed from event ideation to event close out. In addition, the events lead will also be responsible for tracking the impact of events through different metrics and communicate with supervisor any important requests in a timely manner.

Core Responsibilities

Event planning and management – (40%)

- Facilitate event ideation, planning, and evaluations with Umoja teammates
- Develop event budgets and plans (for prizes, tech fees, room bookings, guest speakers, and supplies)



Logistics/operations – (25%)

- Complete Risk Management protocols for all events
- Complete Zoom, room, and tech support bookings as required
- Manage event volunteers

Communication – (25%)

- Manage event registration and communication with event participants before the event sharing event details and/or updates on changes in date, time, or venue for the event
- Create surveys and polls to track and report on event metrics
- Send thank you messages to speakers and contact prize winners with instructions for how to claim their prize
- Promote Umoja events within Carleton University Departments
- Maintain timely communication with guest speakers and performers
- Respond to email requests and inquiries

Other Duties as Assigned – (10%)

- Host and/or Cohost events
- Assist in collecting and transporting event supplies and materials to desired locations
- Lead team meetings and support team activities

Employability Requirements

- Enrolled as a Graduate student at Carleton University for the upcoming Fall 2023 Semester
- In good academic standing (as defined in the Carleton University Undergraduate Calendar)
- Notable academic or professional experience in sociological, anthropological and/or psychological research related to diversity, equity, inclusion and/or anti-Black racism
- Previous experience with event planning, administration, and team leadership
- Ability to work remotely including access to a consistent and stable internet connection
- Ability to attend in-person events at Carleton University and in the Ottawa area
- Proficiency with the Microsoft Office 365 Suite including: Word, Excel and PowerPoint
- Familiarity with online productivity and communication tools including Microsoft Teams and Zoom
- Enrolling as a student at Carleton University for the 2023-2024 Fall & Winter semesters
- In good academic standing (as defined in the Carleton University Graduate Calendar)
- Student must have access to Microsoft Office Suite and Microsoft Teams, which can be downloaded with a Carleton Cmail license
- Successful candidate must provide a Vulnerable Sector Police Record Check
- Lived experience with African, Caribbean, or Black communities, history, politics, and associated intersectional terminology

Knowledge Requirements

- Comfortable leading weekly team meetings
- Event logistics and room booking management (e.g., room bookings, zoom bookings, tech requests, risk management, etc.)
- Budget management and planning
- Prize management and distribution
- Survey and poll development and data collection and reporting



Preferred

- Access to a personal computer
- Knowledge of, or experience with, sponsor and partner relationship management

Application

Deadline: May 17th, 2023

How to apply: Email a letter of interest/cover letter and a resume to patsyorkar@cunet.carleton.ca. Ensure the subject line of your email is follow the format below:

FIRST NAME LAST NAME – Events & Operations Lead (Umoja) – Application

Example

PATSY ORKAR – Events & Operations Lead (Umoja) – Application

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