U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Special Events Coordinator

Term: Temporary Full-Time paid position
Job Start Date: April 29th, 2019
Job End Date: August 26th, 2019
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs/week
Hourly Rate of Pay: $17.57 per hour
($ 16.12 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

Application Deadline: Sunday, February 17th at 11:59pm

Submit Resume and Creative Cover Letter* with 3 references via email or in-person to:

Ilana Young
Director of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 92211 – 116 St NW
Edmonton, AB T6G 1H9
Email: deoc@ualberta.ca
Phone: 780-492-8986

*Creative cover letters can be anything that you think is a great way to showcase why you want this position and why you would be a great fit. We will accept videos, voice recordings, songs, crafts, etc. The only limit is your imagination!

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta, British Columbia, Saskatchewan and the Northwest Territories. The Special Events Coordinator works with the Special Events and Volunteer Team Lead to plan for special events and will assist the Director in planning long term events. They also work to coordinator mentors and special visits and programming.

Job Duties

- Create and maintain curriculum and content for special events (scientific concepts and hands-on projects)
- Coordinate preparing materials for special events, packing materials into bins and creating supply lists for material purchasing with Resource Coordinator
- Ensure all special event activities meet Alberta Education curriculum and outcome standards
• Work with the Camp and Workshop Coordinator and Special Events and Volunteer Team Lead to review and edit curriculum for special events created by other staff
• Follow safety and risk management procedures and ensure every participant is safe and having fun
• Work on creating standardized information for Special Events, this also includes creating and fostering partnerships across Campus and within Edmonton
• Communicate with parents, youth, media, instructors, supervisors, teachers and other stakeholders
• Organize and communicate with the instructional staff attending the event regarding the details of the event
• Plan and communicate needs of the event with the community contact organizing the event
• Collect feedback from instructors, teachers, parents and community stakeholders

Job Qualifications

• Highly organized and professional
• Class 5 driver’s license (GDL removed) is required for this role
• Superior communications skills and customer service skills
• Creative and detail oriented
• Convey excitement and enthusiasm about science, engineering, math and technology
• Positive role model and mentor
• Excellent conflict resolution and problem solving skills
• Ability to work as part of a team
• Mature interpersonal conduct
• Willingness to learn new material
• Proficiency in working with eClass, Google Drive and other Google programs
• Enrolled fulltime in an undergraduate program at the U of A for the current academic school year, preferably with some background in engineering, science, computer science, math or education
• Demonstrated skill in creating lesson plans is an asset
• Previous event planning is an asset
• Able to complete a Police Information Check (with vulnerable section)
• The ability to fluently speak French is an asset
• Previous experience with DiscoverE or a similar organization is an asset

Important Information for Applicants

• Variable hours working (may have to work evenings or weekends to cover Special Events)
• Travel outside of Edmonton may be required for this role
• If successful, we require a Police Information Check (with vulnerable section)
• We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview

If you have any questions or concerns, please feel free to visit 2-215 DICE or email Ilana Young at deoc@ualberta.ca