

**POSITION AVAILABLE**  
**EVENTS COORDINATOR**  
**PART-TIME**

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. ([pearsoncollege.ca](http://pearsoncollege.ca)).

**Pearson College UWC is recruiting for an outstanding Events Coordinator**

*Reporting to:* Operations Manager

*Position Summary*

The Events Coordinator (the Coordinator) is an experienced and well-organized professional who oversees the organization, coordination and delivery of revenue generating and community events. Working closely with the Operations Manager, Directors of Finance, and Advancement and External Relations, the Coordinator is responsible for all revenue generating events on campus from marketing and planning through to execution, and coordination of community events.

*Key Responsibilities*

**External Events**

- Implementing the College's Strategic Marketing Plan to maximize current and new revenue opportunities through year-round rental of College facilities (on a non-interference basis with student programs), including the development and support of programs that align with Pearson College, its educational mission and UWC values
- Planning and coordinating Pearson revenue generating events on and off campus, liaising with internal and external stakeholders and managing all logistics support,

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: [info@pearsoncollege.ca](mailto:info@pearsoncollege.ca) [www.pearsoncollege.ca](http://www.pearsoncollege.ca)

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

- including equipment rentals, catering, and contracting for additional staff and services
- Acts as primary day-of-event representative to the clients before, during and after event
  - Recommends appropriate venue options based on the scope and specifications of the event
  - Ability to coordinate more than one project simultaneously
  - Building positive and long-term relationships with clients
  - Coordinating the College's annual One World event, including venue rental and overall coordination between One World production Coordinator and AER sponsorship and support teams, including logistics, ticket sales etc.
  - Prioritizing and organizing workload to manage timelines
  - Managing resources and assigned budget
  - Positive and professional interaction with all clients, employees, guests and volunteers

### Community Events

- Managing events from start to finish
- Overseeing all aspects of event planning and coordination
- Coordinating scope and budget with departmental leads, then organizing all details, including booking venue, catering, A/V support, set up/decorations, transportation, and staff/student support for the day of the event
- Supervising each phase of the event plan to ensure it runs smoothly and closing out all vendor invoices once the event is over
- Working with Advancement and External Relations team to source, negotiate and secure sponsors, including recurring sponsorships for Pearson events, speaker series, alumni events, and other opportunities
- Work closely with the Communications team to market College events, including print materials, social media and other communication methods as might be appropriate
- Coordinate all required signage and print materials

### *Qualifications*

- Diploma or Certificate in Event Management or demonstrated experience in event planning

- Exceptional interpersonal skills, self-motivated, flexible, creative, and able to work independently and as part of a team
- Experience planning, organizing, and executing events and meetings
- Demonstrated skills in marketing, communications, and public relations
- Demonstrated ability to take initiative
- Demonstrated history of successfully completing concurrent projects with competing deadlines
- Ability to work independently in a fast-paced environment and adapt to changing priorities
- Strong communication skills, attention to detail, initiative, organization, and problem-solving skills
- Fluency in English in both verbal and written communication; additional languages are an asset in this position
- Must have a minimum Class 5 Drivers license

### *Compensation & Organization*

This is a part-time position of 30 hours per week with flexibility for weekend work, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, British Columbia, Canada. Salary range is \$45,000 - \$50,000 per annum for a term of one (1) year starting in August with the possibility of contract renewal.

Applications will be accepted on a rolling basis until the position is filled. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada. Résumés and a cover letter can be emailed to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca).

*As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.*