

Renison University College, affiliated with the University of Waterloo, acknowledges that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Renison is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on either side of the Grand River. Renison invites applications for the full-time, contract position of **Events Coordinator**, Knowledge Development and Exchange (KDE) Hub for mental health promotion among Canadian children and youth. This initial contract is for 6 months in duration (October 1, 2021 to March 31, 2022) with the possibility of extension. Please note that the salary range for this role at time of hire is \$54,000 to \$66,000.

Respected as an inclusive community that values the diversity of its faculty, staff, and students, Renison is committed to engaged education for the well-being of the world, offering degree programs reflecting social engagement through the School of Social Work, and the Social Development Studies Department; global engagement through our Culture and Language Studies Department and community engagement in our non-degree programs, including the English Language Institute, through the Centre for Continuing and Professional Education. More information about the College is available at [uwaterloo.ca/renison/](http://uwaterloo.ca/renison/)

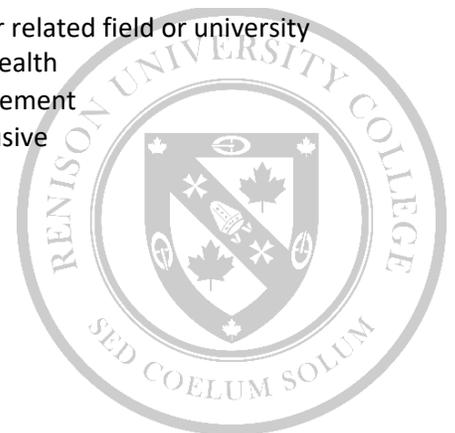
The KDE Hub, with funding from the Public Health Agency of Canada (PHAC), was established in 2019. It is the only national entity with an exclusive focus on mental health promotion. The Hub facilitates connections and knowledge creation and sharing for projects funded by the federal government, as well as with a broader stakeholder community in the growing field of mental health promotion. The Hub is hosted by Renison University College and built strong foundations in its first three years. The Hub is entering a 4-year renewal in 2022 with a subsequent 3-year renewal expected. The goal of the KDE Hub and funded projects is to address determinants of mental health in diverse populations (e.g., Indigenous communities, immigrants, refugees, 2SLGBTQ+) and settings across Canada. Supports and services of the KDE Hub contribute to a growing field of mental health promotion in Canada. More information about the KDE Hub is available at [kdehub.ca](http://kdehub.ca).

**Objectives:** The Events Coordinator is a new position, with a primary role in planning, implementation, analysis and reporting of KDE Hub events. The Events Coordinator will focus on coordinating the planning and execution of online and in-person events for the KDE Hub. KDE Hub events include a 2-day annual symposium and routine webinars some for the community of funded projects and others that are open to all with an interest in mental health promotion. Additionally, the incumbent will represent Renison in a manner consistent with the values, goals, and strategic directions of the University College.

## Qualifications

### **Education:**

- University degree or diploma in Event Management, Hospitality or related field or university degree related to population health, health promotion or public health
- Extensive knowledge on best practices and trends in event management
- Experience with or commitment to acquire best practices for inclusive and culturally safe event planning



**Skills & Experience:**

- A minimum of three years of event planning, coordination and management, with a proven track record of organization, evaluation, and success
- A high degree of interpersonal acumen, with demonstrated relationship-building capacities
- Strong and demonstrated project management experience required
- Social media management experience preferred
- Experience working within a university setting preferred
- Experience with Microsoft programs essential and event management software (e.g., Ticketfi, Whova, Zoom Webinar) preferred
- Experience in health promotion and or mental health sector and services preferred
- Understanding of diversity and equity, and experience working with diverse and dispersed individuals and groups
- Ability to integrate details into the bigger picture, working to support and advance the Hub's mission and goals
- Capacity to maintain outstanding attention to detail and exceptional organizational skills while coordinating multiple priorities and a high volume of deadline-oriented work
- Oral and written fluency in both English and French preferred

Renison University College respects, appreciates, and actively encourages diversity. As part of Renison's commitment to equity within the College, we welcome and encourage applications from all qualified individuals with diverse experiences based on race, ethnic origin, religion, age, colour, gender identity and expression, sexual orientation, ability or disability including women, 2SLGBTQ+, Indigenous Peoples, and other visible minorities. Canadian citizens and permanent residents will be given priority. Renison is committed to accessibility for persons with disabilities. Accommodations are available upon request for candidates participating in all parts of the selection process. Please contact a member of Renison's Human Resources department with accommodation requests.

While this position is advertised as a full-time position; consideration will also be given to highly qualified applicants who are willing to commit at least 3 days per week. Please note that the salary range for this role at time of hire is pro-rated if part time.

**Deadline for applications:** Review of applications will begin on **September 1, 2021** and continue until the position is filled.

Application materials should be submitted online as PDF files through Interfolio at <http://apply.interfolio.com/92595>. Please include, at minimum, a resume and three references. Please note that only those applicants selected for an interview will be contacted. The successful candidate will also be asked for consent to have an educational and a criminal records verification completed. The criminal records verification provides an indication of the existence of adult criminal convictions, for which a record suspension has not been granted, within the RCMP National Repository of Criminal Records.

A full job description is available upon request by contacting Tegan Preston [tegan.preston@uwaterloo.ca](mailto:tegan.preston@uwaterloo.ca).

