**DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS**

### Events & Outreach Assistant

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

<table>
<thead>
<tr>
<th><strong>Deadline:</strong></th>
<th>August 30th 2019</th>
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<tbody>
<tr>
<td><strong>Number of Positions:</strong></td>
<td>4-6</td>
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<tr>
<td><strong>Rate of Pay:</strong></td>
<td>$15.00 per hour</td>
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<tr>
<td><strong>Position Start Date:</strong></td>
<td>September 4th 2019</td>
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<tr>
<td><strong>Position End Date:</strong></td>
<td>February 22nd 2020</td>
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<tr>
<td><strong>Number of Hours per Week:</strong></td>
<td>5-15 hours per week. Must be willing to work varying evenings and weekends, based on events</td>
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<td><strong>Classification:</strong></td>
<td>Work Study</td>
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**Summary:** Reporting to the Sports Information Coordinator, under the supervision of the Sport Marketing and Communications Assistant, the incumbent is responsible for:

- Assisting with game promotions and marketing initiatives for the UTM Recreation Athletics & Wellness department (including posts to social media)
- Distributing promotional flyers, samples and products to students, faculty and staff on the UTM campus to create awareness of programs and events related to UTM Athletics.
- Organizing & executing event plans for UTM Athletics, focusing on bringing together and uniting the UTM community
- Creating user-generated content that adheres to the UTM social media policies and procedures.
- Providing support and coordination for special events
- Organizing the ticketing booth for Home Games and tracking attendance while welcoming guests into venue.
- Assisting with running activities during games and events (such as halftime)
- Assisting with building crowd excitement and engagement during games
- Learning and understanding the emergency procedures implemented by the Department of Recreation, Athletics & Wellness.

**Qualifications:**

- Must be current part time or full time undergraduate or graduate UTM Student
- Flexible schedule with the ability to work varied hours
- Excellent consulting, writing, editing, presentation and communication skills
- Positive attitude, detail and customer-service oriented with good multitasking and organizational skills
- Familiarity in multiple sports is preferred (not required)

**Method of Application:**

Deadline to Apply: August 30th 2019

Please send your resume, cover letter, and three references to

sonia.rocha@utoronto.ca

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.

**Contact Information:**

Sonia Carreiro
Varisty and Intramural Sport Coordinator
sonia.rocha@utoronto.ca | (905) 569-4607
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre
3359 Mississauga Road
Mississauga, ON L5L 1C6