

EDGE Planner:

Job Description:

- Create event goals and programming through consultation with students and campus partners
- Assist with a marketing and work with the communications team to create an event marketing plan.
- Assist with creating an event budget and track spending and foreseen costs
- Support with the gathering of supplies, facility bookings, and catering
- Assist with recruiting, interviewing, selecting, and training EDGE Leaders and/or volunteers.
- Oversee event registration and participant communication.
- Supervise EDGE leaders, volunteers, and participants during the event. Support arising issues regarding maturity and thoughtfulness.

To be a Successful Candidate:

- You must have a minimum 2.0 GPA
- You must be available for the important dates below
- You must have excellent written and oral communication skills
- You must be an organized individual
- You must be comfortable with public speaking and addressing crowds
- Previous event planning is preferred
- Previous experience with facilitating online activities is an asset

Important Dates:

Application Deadline:

- Friday April 30

Start Date:

- Monday May 10

Training Dates:

- Mid-August; dates TBD

Event Dates:

- September 16 evening
- September 17 evening
- September 18 day

APPLY NOW by emailing your cover letter, resumé availability to douglascollegeedge@gmail.com