



## Student Job Description

You will be working for Ottawa Biosphere Eco-city (OBEC), a charitable organization which has held community and organizational sustainability meetings in Ottawa since 2009. Your position will be

### **Event Support Coordinator**

arranging and supporting an Electrical System Simulation project, which will hold a series of community meetings in Ottawa (beginning in West Carleton) over the spring and summer of 2024.

You will be performing the following tasks:

- Developing and delivering an engagement plan
- Coordinating Meetings, Venues and Participants
- Supporting Meeting Delivery
- Collecting, Compiling and Packaging Meeting Findings for Discussion
- Maintaining records on project spending and achievement of project outcomes
- Managing social media

**You will have the opportunity to learn and practice:**

- Meeting Planning and Facilitation
- Project Management
- Reporting on Outcomes
- Surveys
- Coordinating and delivering public engagement.

### **Education and Experience**

- Coordinating volunteers
- Customer Service / Interacting with the public

### **Competencies, Skills, and Ability**

- Effective communicating in English, especially writing
- Ability to handle multiple things at once
- Professionalism
- Customer Service
- Setting up projector and technology to present, troubleshooting when things go wrong
- Google Suite
- Attention to Detail
- Self-Motivated

### **What you need to know:**

- You will need to be available evenings and weekends, as that is when the meetings will most likely be held
- You will need to be able to get to and attend the meetings in-person within the NCR
- Full Time - Rate of Pay \$25.00 an hour, 40-hour week.
- See attached: *Electrical System Simulation Pilot, ESS Engagement Plan, Meetings Budget*