



# Events Coordinator

Last revised: April, 2022

## **SHINERAMA COMMITTEE**

Shinerama is Canada's largest post-secondary fundraiser that supports Cystic Fibrosis Canada. The UofM campaign is housed by the Commerce Students' Association (CSA) of the Asper School of Business. Shinerama hosts various events from May to September focused on raising both money and awareness for Cystic Fibrosis Canada. Cystic Fibrosis (CF) is the most common fatal genetic disease affecting both Canadian children and adults and is a disease for which there is no cure.

## **POSITION OVERVIEW**

The Events Coordinator role is crucial to the Shinerama campaign, providing individuals with the opportunity to learn about the various facets of event planning and hone their event planning skills. They will plan all Shinerama events and will ensure that events run smoothly. The Events Coordinators will work closely with the Volunteer Coordinators to ensure that volunteers have all necessary information for events.

## **POSITION RESPONSIBILITIES**

- Plan, organize, and execute Shinerama events, including (but not limited to) the Shinerama Textbook Sale, Shine Day Internal, Shine Day External, and Trivia Night
- Attend committee meetings and Shinerama Events
- Other tasks as required

## **LINES OF COMMUNICATION**

- Shinerama Co-Chairs
- Shinerama Committee Members
- University of Manitoba Students



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## SKILLS DEVELOPED

- Event Planning
- Creativity
- Organizational Skills
- Budget Management

## POSITION DETAILS

Number of positions available: 3  
Reports to: Shinerama Co-Chairs

## COMMITMENT LEVEL

| Summer 2023 | Fall 2023 | Winter 2024 |
|-------------|-----------|-------------|
| High        | High      | N/A         |

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours