

Event Management Director

Job Description



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Title of Position	Event Management Director (3)
Portfolio	Urban Dash
Service	Commerce Community Program
Summary	The Event Management Director is responsible for designing the race and ensuring that the event runs smoothly.
Term of Employment	October 2015-April 2016
Main Responsibilities	<ul style="list-style-type: none">• Planning and organizing event stations within the race• Securing volunteers, venues, equipment and supplies needed for the race• Responsible for the logistics and coordination during the event• Works closely with VP Marketing to ensure proper promotion of Urban Dash• Attend weekly meetings
Qualifications	<ul style="list-style-type: none">• Exceptional interpersonal and communication skills• Organized and meticulous• Excellent problem-solving skills and adaptable• Original and innovative
Application Process	<p>Submit the following information to Jennifer Mavor at jlmavor@rogers.com:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing<ul style="list-style-type: none">➤ Why you want to be part of the Urban Dash Executive team➤ How you are qualified➤ Optional: Any ideas you have for the upcoming year <p>Please include your name and the position you are applying for in the title of the email. Any additional questions or concerns can be directed to Jennifer Mavor at the email listed above.</p>

Sponsorship Director

Job Description



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Title of Position	VP Marketing (1)
Portfolio	Urban Dash
Service	Commerce Community Program
Summary	The VP Marketing is responsible for the primary marketing materials and social media outlets for promoting Urban Dash.
Term of Employment	October 2015-April 2016
Main Responsibilities	<ul style="list-style-type: none">• Create promotional material• Design an effective marketing approach for maximum engagement• Create awareness around the Vancouver business community• Advertise and handle various social media platforms for promotional purposes• Attend weekly meetings
Qualifications	<ul style="list-style-type: none">• Exceptional interpersonal and communication skills• Proficient in handling social media platforms• Original and innovative• Designing software (Photoshop, etc.) is an asset
Application Process	<p>Submit the following information to Jennifer Mavor at jlmavor@rogers.com:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing<ul style="list-style-type: none">➤ Why you want to be part of the Urban Dash Executive team➤ How you are qualified➤ Optional: Any ideas you have for the upcoming year <p>Please include your name and the position you are applying for in the title of the email. Any additional questions or concerns can be directed to Jennifer Mavor at the email listed above.</p>

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Title of Position	VP External (1)
Portfolio	Urban Dash
Service	Commerce Community Program
Summary	The VP External is responsible for connecting Urban Dash with other faculties, alumni and community members and overseeing all external relations related to Urban Dash.
Term of Employment	October 2015-April 2016
Main Responsibilities	<ul style="list-style-type: none">• Contact local professionals, community members, faculty and staff to obtain race participation• Coordinate and maintain relationship with charity• Interact with other UBC faculties to increase participation• Attend weekly meetings
Qualifications	<ul style="list-style-type: none">• Exceptional networking skills• Excellent written and verbal communication skills• Outstanding professionalism• Previous experience is considered an asset
Application Process	<p>Submit the following information to Jennifer Mavor at jlmavor@rogers.com:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing<ul style="list-style-type: none">➢ Why you want to be part of the Urban Dash Executive team➢ How you are qualified➢ Optional: Any ideas you have for the upcoming year <p>Please include your name and the position you are applying for in the title of the email. Any additional questions or concerns can be directed to Jennifer Mavor at the email listed above.</p>

Sponsorship Director

Job Description



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Title of Position	Sponsorship Director (2)
Portfolio	Urban Dash
Service	Commerce Community Program
Summary	The Sponsorship Director is responsible for creating and maintaining new and existing connections with various external organizations for sponsorship of the Urban Dash event.
Term of Employment	October 2015 – April 2016
Main Responsibilities	<ul style="list-style-type: none">• Contact local companies for sponsorship and donations of race materials (food, equipment etc.) and event prizes• Act as a channel between companies and Urban Dash team• Maintain good relationships with affiliated companies including sending thank-you letters• Attend weekly meetings
Qualifications	<ul style="list-style-type: none">• Confident in sales, cold-calling and public speaking• Excellent written and verbal communication skills• Outstanding professionalism• Previous sponsorship experience is considered an asset
Application Process	<p>Submit the following information to Jennifer Mavor at jlmavor@rogers.com:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing<ul style="list-style-type: none">➢ Why you want to be part of the Urban Dash Executive team➢ How you are qualified➢ Optional: Any ideas you have for the upcoming year <p>Please include your name and the position you are applying for in the title of the email. Any additional questions or concerns can be directed to Jennifer Mavor at the email listed above.</p>