

JOB DESCRIPTION

Afrofest Coordinator



Job Title:		Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Student's Alliance	Reports to:	Vice President Student Services
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Part Time
HR Contact:	General Manager	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No
Applications Accepted By:			
UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600 E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654 www.uwsa.ca/about/uwsa-opportunities/			
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<p>ROLE</p> <p>The UWSA Afrofest coordinator organizes and implements the African Diaspora festival a week-long event celebrating African Heritage month in February (Black History Month). The coordinator organizes all aspects of festival including intensive sponsorship requests, planning events, booking and organizing talent and volunteer recruitment and management</p> <p>SPECIFIC ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • Primary fundraiser for the Afrofest Foundation on the University of Windsor campus • organize all aspects of Afrofest activities • Recruit and hire all work-study students and needed volunteers • Be directly responsible for the recording, tracking and submitting of work-study student hours. • properly advertise event and acquire any needed sponsorship <p>SPECIFIC QUALIFICATIONS</p> <ul style="list-style-type: none"> • Strong leadership and organizational skills • passionate about event planning • Willing to work with the campus and local community members to foster collaboration and fresh ideas • Outstanding fund raising and marketing abilities. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be able to maintain in office hours per week • Must be able to complete 500 hours by end of year • Applicants with experience and or ties to the African Diaspora festival or similar cultural events will be given preference • Preference will be given to full-time undergraduate students 			