

Employment Opportunity

Convenor (Events Manager)

The P. R. Community & Student Association invites applications to fill a vacancy in the position of **Convenor**, available at Sadleir House in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and shared with the community as a whole.

The successful candidate will be responsible for the development and support of Sadleir House's facilities as a vibrant venue for a variety of uses. The Convenor will be ultimately responsible for handling bookings of Sadleir House facilities including offices, meeting rooms, common rooms, and the outdoor grounds. Duties will also include scheduling and supervising student and event staff, and maintaining bar services in accordance with AGCO regulations.

All Sadleir House staff are expected to aid with day-to-day operations of the facility, including occasional cleaning.

Qualifications:

Strong communication skills;
Event planning experience;
Not-for-profit administration experience;
Staff/volunteer management experience;
SmartServe certification and bar service experience;
Enthusiasm in fostering community activity.

Term & Compensation

Nine-month contract starting 21 August 2017
\$15.50/hr based on a 35 hour work week

Method of Application

Quoting job number ye18-convenor, please submit a resume, cover letter, and the names of at least two reference to:

Hiring Committee

751 George St. N., Peterborough, Ontario, K9H 3T2 (info@prcsa.ca)
If submitting electronically, please use PDF format (single file)

Deadline for applications: 4 August 2017, 5pm

We appreciate all applications, but only those successful in securing an interview will be contacted.

More information about Sadleir House can be found at
www.sadleirhouse.ca

