

HR NOW CONFERENCE

HR NOW is a half day conference hosted by SFU HRSA where students gain insights on various functional areas within the Human Resources Management industry. Students have the opportunity to interact with industry professionals and like-minded peers through a series of speakers, workshops, and networking.

POSITION DETAILS

Title: *Logistics Coordinator*

Polish your organizational and strategic planning skills as the Logistics Coordinator! The Logistics Coordinator is responsible for ensuring the event schedule is executed in an ideal manner, hiring and coordinating volunteers for the day of the conference, and fulfilling administrative policies and procedures of the Simon Fraser Student Society (SFSS).

Work Closely With: *Project Manager, External Relations Coordinator (to align speaker topics with workshop themes), Marketing Coordinator (to develop the itinerary and programme)*

Time Commitment: *July 2017 - November 2017*

RESPONSIBILITIES

Before the Event:

- Develop the event plan logistics and timeline for coordinating among the Organizing Committee to ensure all deadlines are met for the HR NOW Conference 2016
- Record meeting minutes and deadlines to keep the Organizing Committee on schedule with the planning and execution of HR NOW
- Book the appropriate venues, A/V equipment and catering services
- Develop the itinerary and programme content for the Marketing Coordinator to design
- Compile information and name tags for all attendees
- Hire and coordinate volunteers who will help with promotions during the few weeks before the event, as well as help with various tasks on the day of the event
- Create and submit progress reports to update the Project Manager and Executive Team
- Promote HR NOW through classroom presentations, information booths, and social media
- Regularly attend Organizing Committee meetings

During the Event:

- Oversee all actions during the event to ensure that it runs smoothly
- Delegate roles and responsibilities for the Executive Team, Organizing Committee, and volunteers to execute during the event

After the Event:

- Administer feedback forms to attendees following the event
- Perform debrief with HRSA Executives and OC to identify strengths and weaknesses of the event

QUALIFICATIONS

- Strong interpersonal communication skills
- Strong time management, organization and analytical skills
- Ability to adapt, multitask, and problem-solve
- Detail-oriented and approachable

NICE TO HAVE:

- Good understanding of SFU HRSA's vision and mission
- Previous experience in event planning
- *Planning It Right* is an asset