

POSITION AVAILABLE

COMMUNITY EVENTS AND PARTNERSHIPS MANAGER FULL-TIME

In 1974, Pearson College was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson College UWC is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Scia'New) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide. (pearsoncollege.ca)

Pearson College UWC is recruiting for an outstanding Community Events and Partnerships Manager to join our Advancement and External Relations team.

Reporting to: Vice President (VP), Advancement and External Relations

Position Summary:

The Community Events & Partnership Manager is an enthusiastic, energetic, experienced and well-organized professional who oversees and coordinates delivery of community-wide Pearson College and related UWC events both on and off campus. Reporting to the VP, Advancement and External Relations and working closely within that team and together with all College departments (the President's Office, Operations, Administration, Education & Programming), the Community Events and Partnerships Manager (Manager) will ensure the smooth operation of all assigned events from planning through to implementation. This position requires extensive planning and project management experience as well as exceptional organizational, communications and interpersonal skills.

The Manager will research opportunities for partnerships with appropriate community organizations, schools, universities and service organizations in Pearson College UWC programming and development of community initiatives. The Manager will also develop strong liaisons and external support systems through mutually beneficial partnerships to

enhance and extend the reputation and reach of Pearson as a leader in innovative education and youth inspiration in support of the UWC mission.

Responsibilities:

Event Planning

- Planning, production and successful execution of Pearson events in multiple venues both on and off campus, communicating with internal and external stakeholders and managing all logistical details of individual College events, such as receptions, speakers' series, conferences, etc.
- Manage multiple projects simultaneously.
- Manage planning and communication between departments involved in executing events - logistical management of space, time, human and other resources - to ensure smooth planning and delivery of events among College departments including meeting & conference planning, catering, President's Office, speakers' coordinators, marketing and communications, and other departments as might arise in the planning of all events.
- Identify and build relationships with positive partners for College events and programs.
- Coordinate the One World production including, but not limited to, coordinating with faculty, staff, students and administration in the delivery of this annual signature College event.
- Work closely with Operations (including business development/sales) and Advancement (including Communications and Marketing) to develop and coordinate new events and projects that can assist the College in bringing in new revenue, sponsorships, partnerships and exposure in the community.
- Secure and negotiate with suppliers and vendors.
- Prioritize and organize workload to manage timelines.
- Manage resources and budget tracking.
- Positive and professional interaction with all clients, employees, volunteers, guests and all those involved with Pearson College events and meetings.
- Provide regular reports, tracking and de-brief information after each event to Vice President, Advancement and External Relations.

Event Sponsorships

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

- Sourcing, negotiating and securing sponsors for College events and programs, including ensuring sponsor obligations are met.
- Obtain sponsorships annually for Pearson events, speaker series, alumni events and other opportunities.
- Ensures sponsor agreements and recognition are correctly implemented, including liaison with Communications team to ensure sponsorship recognition and fulfillment.

Liaison and Coordination with Advancement & External Relations (AER) Department

- Work in close collaboration with Advancement team, specifically for prospect clearance for sponsorship and partnership.
- Track sponsor engagement in College database (Raiser's Edge or other applicable CRM software)
- Provide support to all AER functions in carrying out events on campus such as alumni reunions and gatherings off campus.
- Work closely with the Communications team to market College events, including print materials, social media and other communication methods as might be appropriate.
- Manage all required signage and print materials.

Liaison and Collaboration with College Departments

- Work closely with College colleagues in the planning, coordination and management of cross-departmental organization in the successful delivery of events.
- Work in close collaboration with Education and Programming team to maximize all possible sponsorship opportunities.
- Supervise students during events when necessary.
- Work together with the Pearson College UWC volunteer coordinator in recruiting volunteers for events.
- Oversee volunteers involved with events.
- Work closely with Operations and Sales & Marketing to maximize use of College space and revenue opportunities.
- Participate in and assist in strategic discussions about events and use of College facilities to maximize revenue.

Qualifications

The Community Events and Partnerships Manager will be proactive, optimistic and resourceful, and will have:

- More than 10 years of experience in the production/event industry.
- University Degree with a preference in Business Management, Communications.
- Must have a proven track record of project management and running successful events
- Demonstrated ability to take initiative.
- Innate attention to detail.
- Fluency in English in both verbal and written communication; additional languages are an asset in this position.
- Demonstrated skills in marketing, communications and public relations.
- Budget management.
- Superb interpersonal skills and experience with cross-cultural communication.
- Flexible schedule.
- Must have a minimum Class 5 Drivers license.
- Certified Meeting Planner (CMP) an asset.
- Use and familiarity with Raiser's Edge and other meeting planning or CRM software.

Compensation & Organization

This is a full-time position located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. The College offers an attractive compensation package to an outstanding and qualified applicant. This position is for one-year term, subject to renewal.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.