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ASSOCIATION

JOB POSTING

Community Events Coordinator – Recreation

Organization: University Neighbourhoods Association (UNA)

Location: Vancouver, BC

Position Type: Permanent Full-Time (35 hours/week)

Start Date: August 16th, 2026

About the UNA

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services, recreation programs, and community events for residents in UBC's residential neighbourhoods. Our work is guided by three foundational principles: Building Belonging, Enriching Experience, and Fostering Well-Being.

Position Overview

Reporting to the Assistant Recreation Manager – Programs & Events, the Community Events Coordinator – Recreation is responsible for planning, coordinating, and delivering community events and activations across UNA neighbourhoods. The position provides strategic leadership and hands-on coordination for key UNA events such as Neighbours Day, Lunar New Year, Diwali, Canada Day, seasonal celebrations, and community showcase events. The coordinator works collaboratively with staff, contractors, community partners, and volunteers to create inclusive, safe, and engaging community experiences consistent with UNA values and service standards.

This position also supports the transportation, drop-off, and pick-up of seasonal event equipment between UNA facilities and an offsite storage location, using a UNA vehicle.

Key Responsibilities

Community Events Planning and Delivery

- Plan, develop, coordinate, and evaluate a year-round calendar of UNA community events of varying size, scope, and significance (e.g., Neighbours Day, Lunar New Year, Diwali, Canada Day, Easter celebrations, Halloween events, Spring Art Fair, Spring and Fall Community Yard Sales, Community Night showcase events).
- Develop event concepts, work plans, timelines, and budgets in collaboration with the Recreation Manager and relevant UNA staff.

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- Coordinate event logistics including site layouts, equipment and supplies, staging and AV, décor, food vendors, waste management, signage, accessibility, and risk management.
- Coordinate the transport, loading, unloading, and secure storage of event equipment and supplies, including regular drop-off and pick-up from an offsite storage location.
- Secure and liaise with performers, exhibitors, vendors, contractors, and campus/community partners; support or prepare contracts and agreements as required.
- Lead on-site event operations, including set-up, event supervision, troubleshooting, and takedown, ensuring a positive, safe, and inclusive environment for all participants.

Community Engagement and Partnerships

- Build and maintain effective relationships with residents, cultural groups, student organizations, UBC units, and local businesses to support co-creation, sponsorship, and participation in events.
- Engage community stakeholders to identify emerging interests and needs and incorporate feedback into event planning and design.
- Represent the UNA at community meetings and partner tables related to events, as assigned.

Volunteer and Staff Collaboration

- Work with the UNA volunteer program to recruit, train, schedule, and support volunteers for events.
- Provide on-site leadership, direction, and support to volunteers and casual staff, modelling strong communication, teamwork, and a service-oriented approach.
- Collaborate closely with Recreation, Facilities, Communications, and other UNA departments to ensure coordinated delivery of events and initiatives.

Event Administration and Communications

- Develop and monitor event budgets; track revenues and expenses; support financial reporting related to events.
- Maintain accurate event records, calendars, inventories, and documentation, including debriefs and post-event reports.
- Collaborate with the Communications Department to promote events through the UNA Program Guide, website, social media, newsletters, and on-site signage.

- Provide customer service and event information to residents and participants through various communication channels.

Risk Management and Community Centre Support

- Ensure events are delivered in compliance with UNA policies, safety standards, and relevant regulatory requirements, including emergency procedures and incident reporting.
- Assist in the development and implementation of event-related procedures, guidelines, and best practices for UNA community centres and outdoor spaces.
- Support general Recreation and community centre operations as required, including occasional assistance to front desk or facilities staff during peak periods.

Qualifications

Education

- Degree or diploma in Recreation, Event Management, Physical Education, Kinesiology, Community Planning/Development, Leisure Services, or a related field; an equivalent combination of education and experience may be considered.

Experience

- Minimum of 3–5 years of experience coordinating cultural, recreation, sport, or community events and programs, preferably in a municipal, campus, or community centre setting.
- Experience planning and delivering special events and working with volunteers, contractors, and community groups.
- Experience in a not-for-profit or public sector environment is preferred.

Technical Skills

- Proficiency in Microsoft Outlook, Word, and Excel, and familiarity with registration and scheduling software (e.g., Explore Recreation, Activenet, Vome, or similar).
- Ability to plan, organize, and deliver multiple events and projects simultaneously, with attention to detail and deadlines.
- Ability to collect, analyze, and report on basic event attendance and feedback data to inform decision-making.

Soft Skills

- Strong verbal and written communication skills with residents, partners, and colleagues.
- Demonstrated ability to foster teamwork and lead on-site teams and volunteers during events.

- Ability to positively influence others and lead with a community-focused, service-oriented approach.
- Strong organizational skills, including setting priorities, developing work schedules, monitoring progress, and tracking details.
- Sound judgment, problem-solving, and decision-making skills, especially in dynamic event environments.
- Commitment to anticipating and responding to community needs in alignment with UNA parameters.
- Adaptability, discretion, and the ability to work effectively in a changing environment, including sensitivity to political issues affecting the UNA.

Other Requirements

- Valid BC Class 5 driver's licence and a satisfactory driver's abstract.
- Ability to safely operate a "Modo" vehicle for the transport of event equipment and supplies between UNA facilities and offsite storage locations.
- Successful completion of a Criminal Record Check, including vulnerable sector, as required.
- Standard First Aid and CPR, or willingness to obtain.

Work Schedule and Conditions

- Permanent full-time position 35.0 hours per week.
- Hours of work and days of work are flexible to meet operational and event delivery needs; evening and weekend work is required for major events and peak periods.
- Recorded hours of work include reasonable commute time between assigned work locations and offsite storage or event sites, in accordance with UNA guidelines.
- Primary work locations are Wesbrook Community Centre and the Old Barn Community Centre, with frequent work in outdoor and other UNA neighbourhood locations.
- The position involves standing for extended periods and assisting with event set-up and takedown within safe physical limits, including lifting, carrying, and moving equipment in accordance with UNA safety practices.

Compensation

- Salary Range (2026): \$49,000 – \$67,000 annually, (35 hours/week).
- Midpoint: \$58,000.



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- Employee benefits are available following successful completion of a three-month probationary period, in accordance with UNA policies.

How to Apply

Interested candidates are invited to submit a cover letter and resume, in a single PDF document, indicating “**Community Events Coordinator – Recreation**” in the subject line, to:

Email: dave.gillis@myuna.ca

Application Deadline: July 26th, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.