

Community Events Coordinator – Recreation

University Neighbourhoods Association (UNA)

Vancouver, BC

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

Start Date: August 15th, 2026

Application Deadline: July 26th, 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. Guided by the principles of Building Belonging, Enriching Experience, and Fostering Well-Being, the UNA delivers a wide range of recreation programs and large-scale community celebrations throughout the year.

The Opportunity

The Community Events Coordinator – Recreation is responsible for planning, coordinating, and delivering community events and activations across UNA neighbourhoods, including Neighbours Day, Lunar New Year, Diwali, Canada Day, seasonal celebrations, and community showcase events. You will provide both strategic leadership and hands-on coordination, working closely with UNA staff, contractors, community partners, and volunteers to create inclusive, safe, and engaging experiences for residents.

In addition to on-site event leadership, this role supports the transport, drop-off, and pick-up of seasonal event equipment between UNA community centres and an offsite storage location using a “modo” van.

Key Responsibilities

- Plan, coordinate, and deliver a year-round calendar of UNA community events of varying size and complexity.
- Lead event logistics, including site layouts, equipment and supplies, staging and AV, décor, vendors, accessibility, and safety.

- Coordinate transport, loading/unloading, and secure storage of event equipment from an offsite storage facility.
- Recruit, train, schedule, and support volunteers and casual staff; provide on-site leadership during all events.
- Build relationships with residents, cultural groups, student organizations, UBC units, and local businesses to support sponsorship and participation.
- Collaborate with UNA Communications to promote events via the program guide, website, social media, newsletters, and onsite signage.
- Monitor event budgets, attendance, and feedback; contribute to post-event debriefs and continuous improvement.

Qualifications

- 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.
- Minimum 3–5 years of experience coordinating cultural, recreation, sport, or community events, preferably in a municipal, campus, or community centre setting.
- Experience working with volunteers, contractors, and community groups, and delivering special events in diverse communities.
- Proficiency with Microsoft Outlook, Word, and Excel; familiarity with recreation registration/scheduling software (e.g., Explore Recreation, Activenet, Vome, or similar).
- Strong organizational, communication, and problem-solving skills, with the ability to lead on-site teams in dynamic event environments.

Other Requirements

- Valid BC Class 5 driver's licence and satisfactory driver's abstract.
- Ability to safely operate a "Modo" vehicle to transport event equipment 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.
- Ability to work flexible hours, including evenings and weekends, and to perform physical tasks associated with event set-up and takedown.



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Work Schedule and Compensation

- Permanent full-time position up to 35 hours per week; schedule and days of work vary based on event and operational needs, including evenings and weekends.
- Recorded hours of work include reasonable commute time between assigned UNA locations, offsite storage, and event sites, in accordance with UNA guidelines.
- Salary Range (2026): \$49,000 – \$67,000 annually.
- Comprehensive benefits package available following successful completion of a three-month probationary period.

How to Apply

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

Email: dave.gillis@myuna.ca

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