

## **JOB OPPORTUNITY**

### **Sponsorship Coordinator**

The Sponsorship Coordinator will act as the assistant to the Student Development Specialist in the Student Success and Leadership Centre. The incumbent will be required to assist with the co-ordination of many aspects of Head Start and UWindsor Welcome Week. This position is oriented towards some sponsorship related responsibilities. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, networking, empathy, creative problem solving, time management, critical thinking, public speaking, and team work.

- Primary responsibility:
  - Assist with the coordination of sponsorship opportunities with regard to Head Start and UWindsor Welcome Week
  - Maintain the assigned email account of [uwwwprizesquad@uwindsor.ca](mailto:uwwwprizesquad@uwindsor.ca)
- Assist with planning and implementation of the Head Start Program including:
  - Identify and approach potential sponsors for cash and in-kind donations to support the Head Start Orientation
  - Ensure Windsor community sponsors complete the appropriate communication and contractual paperwork
  - Collect sponsorship donations from Windsor Community donors in collaboration with the Orientation Coordinator
  - Assist with the preparation details of Head Start Simulation, Training Conference and alternate trainings
  - Assist with event set up and take down and check in
  - Deliver presentations to large groups of students and parents/families
  - Provide extensive campus tours to large groups of students and parents/families
  - Staff Head Start Event Days and troubleshoot program concerns as they arise
  - Other duties as assigned
- Assist with planning and implementation of the following with regard to UWindsor Welcome Week:
  - Update the Sponsorship List and Package that will be used to approach donors
  - Liaise with advancement in regards to donor approach
  - Coordinate and organize Orientation Kits based on sponsorship collection in collaboration with the Orientation Coordinator
  - Identify potential sponsors for in cash and in kind donations to support UWindsor Welcome Week
  - Coordinate low level sponsorship outreach with the Communications Coordinator
  - Ensure Windsor community sponsors complete the appropriate communication and contractual paperwork
  - Liaise between the student staff team and sponsors regarding the logistical details and arrangements associated with sponsors participating in various welcome week events
  - Develop prize giveaway plan and allocation process for distribution of in kind donations
  - Develop emcee scripts for each UWindsor Welcome Week Event in collaboration with the Orientation Coordinator and UWindsor Welcome Week Volunteer Coordinator

- Serve on the UWindsor Welcome Week Planning Committee
- Staff UWindsor Welcome Week Events and troubleshoot as necessary
- Other duties as assigned

#### **Important Dates:**

- Leadership Training: Saturday, May 2<sup>nd</sup>, 2020
- Leadership Retreat: Saturday, May 23<sup>rd</sup>, 2020
- Campus Partner & Presentation/Tour Related Training, Promo Materials, Head Start Practice Days, Head Start Performance Days: All weekdays of May 2020 and many dates in June 2020
- Head Start Training Conference: Friday, June 19<sup>th</sup>, 2020
- Alternate Training Date: Saturday, June 20<sup>th</sup>, 2020
- Head Start Training Conference: Friday, June 19<sup>th</sup>, 2020
- Head Start Simulation: Tuesday, July 7<sup>th</sup>, 2020
- Head Start: July 10, 11, 17, 18, 24, August 8, 2020
- Faculty/Event Volunteer Socials: Saturday, June 20<sup>th</sup>, 2020 & Saturday, August 15<sup>th</sup>, 2020
- UWindsor Welcome Week Alternate Training: Saturday, August 29<sup>th</sup>, 2020
- UWindsor Welcome Week Training: Friday, September 4<sup>th</sup>, 2020
- UWindsor Welcome Week: Sunday, September 6<sup>th</sup>, - Friday, September 11<sup>th</sup>, 2020

#### **Number of Positions Available:**

- 1

#### **QUALIFICATIONS:**

This position is best suited for an individual with strong communication skills and strong organizational skills. Previous experience volunteering at Head Start is preferred, as is experience with UWindsor Welcome Week. The coordinator must be able to work independently, as well as feel comfortable interacting with a variety of people. This role requires that the individual be able to present to large groups in a professional and comfortable manner. Previous event planning is an asset. Meeting deadlines, maintaining a high level of commitment to projects over the course of many months, and a strong degree of professionalism will be required. It is preferred that the successful candidate possess a vehicle in order to collect donations from the community. An ideal candidate will possess strong communication and organization skills. Experience with Microsoft Office Qualtrics applications is an asset. In order to qualify the candidate must be a University of Windsor student, **in their undergraduate studies, not graduating in May 2020. Attendance at all dates stated above is required.** . Attendance at all stated above dates is required.

#### **TERMS OF EMPLOYMENT:**

Start Date: May 1<sup>st</sup>, 2020 to September 18<sup>th</sup>, 2020

Hours: May 1<sup>st</sup> – 31<sup>st</sup>, 2020: 18 hours per week

June 1<sup>st</sup> – 26<sup>th</sup>, 2020: 24 hours per week

June 29<sup>th</sup> – September 11<sup>th</sup>, 2020: 35 hours per week

September 14<sup>th</sup> – 18<sup>th</sup>, 2020: 10 hours per week

**\*\*These dates and hours are subject to change. Please note: students are only able to work full time hours provided that they are not registered in summer courses.**

Hourly Wage: \$14/hour

**Those selected for an interview will be required to provide a 10 minute presentation on the**

**following topic:**

**You visit a community partner to present your sponsorship plan to them. They have never heard of Head Start Orientation or Windsor Welcome Week nor have they donated money to the University before. They are a local business that produces clothing and textiles. Present to the panel your own sponsorship package as if they were the community partner.**

**In your Sponsorship Pitch you should:**

- **Detail what Windsor Welcome Week is, what it accomplishes for our students and why they would want to be a part**
- **Detail what kinds of sponsorship avenues they can donate to**
- **Detail how you would wrap up the deal with them and any future instructions they may need**

**Please submit your resume and cover letter to the attention of Cindy Crump, Director, Student Success & Leadership Centre**

**Only applications submitted through mySuccess will be accepted. Visit: <https://success.uwindsor.ca>**

**Application Deadline: Monday, March 16<sup>th</sup>, 2020.**