



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

EVENT COORDINATOR

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline: Friday, July 25, 2025

Number of Positions: 2

Rate of Pay: \$36.45/Hour

Position Start Date: August 18, 2025

Position End Date: December 19, 2025

Number of Hours per week: 40 hours/week

Classification: USW Casual

Summary:

About us:

The University of Toronto's Faculty of Kinesiology and Physical Education is globally recognized for developing and advancing knowledge about the interactions of physical activity and health through outstanding undergraduate and graduate education programs, cutting-edge research and the delivery of sport, recreation and high performance athletic opportunities for students, staff, faculty and community members across the three campuses. In achieving this vision, the Faculty is guided by values of integrity, respect, equity and diversity <https://kpe.utoronto.ca/>.

Your Opportunity:

Reporting to the Manager, Events and Engagement, the Event Coordinator will assist with the planning and execution of events organized by the Faculty of Kinesiology and Physical Education. This includes Varsity Blues and high-performance events, as well as broader Faculty-wide initiatives. The Event Coordinator will coordinate and plan all logistics and other arrangements for related events.

	The ideal candidate will be a motivated self-starter with impeccable organizational and planning skills and great enthusiasm and passion for event coordination and planning. You will work as part of a team to deliver these events, both within and outside the University.
Minimum Qualifications:	<p>Education: Bachelor's Degree or acceptable combination of equivalent experience.</p> <p>Experience: Minimum three years in event coordination and logistical planning. Experience planning events working with students, faculty, and staff. Strong organizational and time management skills Ability to multitask while adhering to strict guidelines Strong problem-solving skills; high level accuracy and attention to detail Excellent communication (written and oral); excellent interpersonal skills Demonstrated computer skills, including advanced skills in Word, Excel, PowerPoint, and Design Software such as Canva and InDesign.</p> <p>Other:</p> <ul style="list-style-type: none"> • Diligent • Multi-tasker • Organized • Problem solver • Resourceful • Team player
Method of Application	<p>Resume and cover letter to be emailed to: kpe.events.team@utoronto.ca</p> <p>Subject line should include title of position and your name. For example: Event Coordinator – “Your Name”</p>
Contact Information:	kpe.events.team@utoronto.ca
Date Posted:	Monday, July 14, 2025