

2026-27 KUS KINference Coordinator Application

Application & Position Details

- **Position Available:** Kinesiology Conference (KINference) Coordinator
- **Position Length:** August 2026-February 2027
- **Commitment:** Approximately 2-3 hours per week (will increase closer to the event)
- **Application Deadline:** **July 25th, 2025 @ 11:59pm**
- **Contact:** For any questions, please email Asami Yumibe at kus.academic@gmail.com
- **Note:** This is a volunteer position and there will be one coordinators

KINference Overview

KINference is a student-led conference hosted by the Kinesiology Undergraduate Society (KUS). Happening in **January 2027**, KINference will bring together KIN students, faculty, and professionals through a mix of panels, hands-on workshops, interactive stations, networking sessions, and career-focused programming.

The goal is to create something that reflects what kinesiology students actually want: learning opportunities that go beyond lectures, practical advice for school and beyond, and a chance to build real connections.

We're looking for **two coordinators** to work closely with the VP Academic and AVP to plan and run KINference from the ground up. You will be our right hand, helping with everything from brainstorming event structure to contacting vendors and speakers to making sure things run smoothly the day of.

Job Description

As the KINference Assistant Coordinator, you'll work directly with the KUS VP Academic and AVP Academic to plan, promote, and execute the KINference conference. You'll play a key role in shaping the vision and delivering a successful event that's inclusive, useful, and relevant to kinesiology students.

Some of your responsibilities will include:

- Collaborate with the VP Academic and AVP Academic on all stages of planning
- Help coordinate event logistics: venue booking, schedules, supplies, and room setup
- Contact and maintain communication with guest speakers, workshop facilitators, vendors, sponsors, and school collaborators
- Support with budgeting and helping secure funding
- Help brainstorm programming ideas (e.g., stations, panels, workshops) and contribute to overall event structure

- Assist in student outreach and event promotion to increase engagement and attendance
- Represent KUS and KINference professionally in communication with external partners
- Support volunteer coordination and assist with event-day logistics and troubleshooting
- Attend regular planning meetings and complete independent tasks on schedule
- Uphold UBC's Respectful Environment Statement and be a positive representative of the KUS

Qualifications

The ideal candidate will have:

- Be excited about the position and have a clear vision of what they hope to accomplish and gain
- Be able to take initiative
- Be inclusive
- Previous experience with event planning, organization, and leadership
- Strong professional communication skills
- Exceptional teamwork and cooperation skills
- Proficient time management and organizational skills
- Demonstrate an ability to take initiative, identify needs, work independently and within a team environment to generate creative solutions
- Be able to meet all responsibilities, attend and engage in mandatory training dates and fulfill all position expectations
- Be excited about the position and have a vision for what they hope to bring to it
- Take initiative and follow through on tasks
- Be inclusive and contribute to a positive environment
- Have strong time management and organisational skills
- Be comfortable communicating with vendors, professionals, and students
- Be able to work independently and collaboratively
- Ideally have some event planning, leadership, or outreach experience (not required)
- Want to grow their leadership, project management, and professional development skills
- Be committed to meeting responsibilities, attending check-ins, and supporting the event fully
- Set a respectful and inclusive example as a student leader

If you're interested in applying to the Kinesiology Conference Coordinator Position, please **fill out the application below** and submit kus.academic@gmail.com alongside your **resume**. The deadline is **July 25th, 2026 @ 11:59pm**. Thank you for your interest and I look forward to reviewing your application!

Name:
Student Number:
Email:
Phone Number:
Year of Study:

Complete either a video or written application. **No need to complete both.**

Option 1: Video Application

Please answer the following questions in a short video (5 minutes max). Include a link to your video in this application. Videos can be uploaded to YouTube as an unlisted video or to Google Drive. Applications will not be judged on the creativity or production of the video.

Option 2: Written Application

Please answer the following questions in a written format. Applicants should prioritize quality over quantity. 200 words maximum per question.

Application Questions

1. Introduce yourself. Who are you?
2. Why are you interested in the position of Kinference Coordinator?
3. What uniquely sets you apart as a successful candidate? (Talk about your skills, experiences, etc.. as you see fit).
4. How do you feel about helping build something new from scratch? What excites/scares you about that?
5. What do you think Kinference should look like? What ideas and goals do you have for the conference, and how will you achieve them?