



POSITION DESCRIPTION

Position: Event Planner, Convention & Events

Accountability: Vice President, Market Development

Salary Range: \$45,000 - \$62,000

Position Summary

As directed by the VP, Market Development and in conjunction with team members, the Event Planner is responsible for supporting the development and delivery of the CPMA Annual Convention, the CPMA semi-annual Board meetings and other meetings and events as required.

Position Responsibilities

- Work with the Market Development(MD) team to plan all components related to the Annual Convention & Trade Show
- Plan and manage the execution of the convention program logistics including space requirements, business program, social events, companion program, food & beverage etc.
- Ensure delivery of sponsor benefits related to the convention & trade show, semi-annual Board meeting and other events
- Monitor hotel room blocks and coordinate room reservations for Directors, staff and speakers
- In cooperation with the VP, Market Development and other team members, assist with the development of the convention & trade show budget and budgets of other events
- Assist with the promotion of the Annual Convention & Trade
- In cooperation with the Event Planner, Trade Show & Events, manage the execution of the expense portion of the budget for the convention & trade show and other events
- In cooperation with MD team, coordinate the production and/or creation of various collateral materials, graphics and ordering of promotional items
- Assist with the coordination of details and logistics of other meetings and events as directed
- Support committees / working groups/ task forces within the assigned areas of responsibility
- Develop and maintain effective relationships with all suppliers
- Ensure CPMA's website content is kept updated and current for areas of responsibility

- Maintain filing and archiving systems
- Prepare annual and semi-annual reports for the Board outlining issues and status
- Support other CPMA projects as requested.
- Perform other administrative duties as required
- Travel as required

Qualifications:

- College diploma or 5 years relevant experience in a meeting planning role
- Bilingualism in French/English required, both written and verbal
- Requires strong communication skills, both written and verbal
- Excellent organization skills and attention to detail
- Excellent customer service skills
- Ability to handle multiple tasks simultaneously and work well under pressure
- Ability to work with minimal supervision and/or follow directions and deliver in established timeframe
- Requires strong working knowledge of MS Office suite specifically Excel and Word

Considered an asset:

- Experience working with volunteers

If you are interested in applying for the above position, please send your resume, noting compensation expectations, to careers@cpma.ca