



POSITION DESCRIPTION

Position: Events Coordinator (One year contract)

Accountability: Manager, Events

Location: Ottawa

Salary Range: \$38,000 - \$52,000

Position Summary

As directed by the Manager Events and in conjunction with team members, the Events Coordinator is responsible for providing support in the development and delivery of the CPMA Annual Convention and Trade Show, semi-annual Board meeting and other meetings or events as required.

Position Responsibilities

- Support the planning and delivery of CPMA's Annual Convention and Trade Show including but not limited to:
 - a. Assist with the coordination of details and logistics of specific events or programs as directed
 - b. Coordination with sponsors to ensure delivery of all benefits
 - c. Work with all exhibitors to ensure thorough follow up including the collection and tracking of all required exhibitor forms
 - d. Respond to information requests from internal and external stakeholders
- Assist the Manager, Events with duties related to the preparation, reservations, administration and execution of additional meetings or events when needed
- Prepare shipping labels for convention shipment
- Pack and arrange shipping of materials for convention and other events
- Monitor hotel room blocks and coordinate room reservations for Directors, staff and speakers for all events
- Develop and maintain effective relationships with all exhibitors and suppliers.
- Answer main CPMA phone line and direct calls
- Perform other administrative duties as assigned
- Travel as required

Qualifications

- College diploma or 1 year 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

Considered an asset:

- Experience working with volunteers