



**Event Specialists** is looking for an experienced, energetic, self-motivated event coordinator with virtual and hybrid event experience to join our team of event experts!

**This role is a full-time remote contract opportunity. At the present time, we will only consider those applicants who are legally authorized to work in Canada.**

#### **Event Coordinator Responsibilities:**

- Critical path development and execution, managing administrative tasks associated with corporate events, trade shows, speakers, training, and tours.
- Coordinate and host virtual events and webinars using a variety of event platforms.
- Manage relationships with sponsors, exhibitors, and speakers.
- Budget creation, maintenance, and reporting.
- Research ideas and activities to develop virtual and physical engaging events.
- Conduct technology platform demos, make selections, prepare reports on recommendations.
- Source suppliers and negotiate for best value.
- Manage event registration and on-going communication with event attendees.
- Minute taking at meetings or during conference calls.
- Prepare and deliver weekly/monthly reporting to clients and management as needed.
- Coordinate marketing initiatives including but not limited to e-blasts, social media campaigns, blogs, website updates and more.
- Drafting press release announcements for electronic or print distribution.
- Onsite event execution as required.
- Completion of other tasks essential to the successful delivery of internal and external events according to scope and/or at Leadership's request

#### **Event Coordinator Requirements:**

- Post-secondary education in event management, or post-secondary degree in any field with relevant work experience
- 1-2+ years project coordination, events experience in a complex, dynamic and fast-paced environment, with a proven track record of achievement and success with Event planning/coordination
- Experience with event management software is an asset.
- Experience managing social media, updating web content using a web content management system; WordPress would be considered an asset.
- Experience with Canva or Adobe Creative Suite including Photoshop and Illustrator or similar software, is considered an asset.
- Demonstrated experience as an event coordinator who can envision and articulate the goals and objectives of the project, work with cross-functional teams who contribute to the projects.
- Demonstrated experience and a proven aptitude for success in problem solving required.
- A high degree of organizational skill, interpersonal acumen and problem-solving ability is required to provide oversight in balancing multiple priorities and deadlines.
- Must be a strong communicator (oral and written) with the ability to build strong relationships and maintain client satisfaction.
- Possess strong planning and organization skills with exceptional attention to detail.
- Must be a problem solver with a friendly, professional, customer service-oriented personality.
- The ability to interact with a wide variety of people in many different contexts.
- Ability to conduct themselves with a high degree of diplomacy and tact.



- Intermediate skills in Microsoft Office suite (Word, Excel, PowerPoint, Teams, Outlook), GSuite and social media platforms
- This position is expected to be present at most events which occasionally are held on evenings and weekends.
- Travel: occasional to support events (As restrictions ease)

**Application Instructions:**

Please email your resume and cover letter to [jobs@eventspecialists.ca](mailto:jobs@eventspecialists.ca) with the role you are applying for in the subject line.

**Qualified candidates are encouraged to submit cover letter and resume no later than May 26, 2021. Bonus points given for a video cover letter!**

Due to the volume of applications, only successful applicants will be contacted with next steps.