

Ontario Chamber of Commerce Employment Opportunity

Title: Event Coordinator

Overview of the Position

Join the Ontario Chamber of Commerce's Events Team as **Event Coordinator**. This is a contract position, reporting to the Manager of Events. The role of Events Coordinator will be a key member of the Events team in supporting the logistics and production elements of the Ontario Chamber of Commerce's slate of upcoming events. Experience, energy, and enthusiasm define OCC events to deliver a valuable experience to members and participants.

Key Responsibilities

- Provide event support for established events related to logistics, monitoring plans and critical paths, budgets and registration; on-site support and troubleshooting on behalf of the Events team.
- Act as support to "Project Leads" (i.e., Manager of Events and Events Specialist) on their key event deliverables, including venue and catering coordination, registration systems, marketing or printed material or collateral items and other on-site support as required;
- Ensure production, logistics and program materials (printed programs, signage, etc.) for various events are ordered and delivered in a timely manner;
- For assigned specialty events (for example, Policy Round Tables), develop and manage project critical paths and key milestones, from RFP processes to implementation.
- Support the design and delivery of the OES and OBAA's programs.
- Coordinate onsite and virtual event staffing requirements, conduct briefings and post-event debriefs, including completion of appropriate briefing materials in consultation with Project Leads and event "owners";
- Manage onsite and virtual delivery of events in collaboration with project teams.
- Oversee event delivery support to the OCC's Policy and Public Affairs teams for a range of events, including policy product release events, webinars, and workshops.
- Undertake event venue site visits and evaluations as required.
- Ensure timely and consistent measurement of member satisfaction for all OCC events and identify and implement new evaluation systems to improve the process.
- Work closely with internal and external stakeholders.

- Other duties as assigned.

Qualifications & Skills

- High-quality standards and attention to detail.
- Exceptionally well organized, strong work ethic.
- Excellent communication skills, both verbal and written.
- Flexible to work early mornings and evenings when required.
- High level of independence and initiative to follow work through to completion.
- Strong organizational skills and ability to multitask, prioritize and meet deadlines.
- Team player and detail-oriented;
- Proficiency using Word, PowerPoint, Excel, Eventbrite, and Outlook;
- Experience in liaising with senior-level executives.
- Some travel is required.

Education and Experience:

- Minimum of 3 years of proven experience with significant results achieved in a similar role;
- Post-secondary degree, preferably in events/marketing or a related field.
- Event marketing experience tools and event management software are an asset.

What We Offer

- This is a contract position for 10 months from February – November 2023.
- An inclusive and collaborative work culture.
- The opportunity to work with thought and business leaders across all sectors of Ontario's economy.
- A chance to further your career, obtain new skills, and be supported through your professional growth.
- A competitive compensation package.

Working Arrangement

This position is hybrid with mandatory in-office days. Our office is at 180 Dundas Street West, Suite 2105, Toronto, ON M5G 1Z8.

How to Apply

Please email your CV and cover letter to events@occ.ca by February 13, 2023.

About Us

For more than a century, the OCC has been the independent, non-partisan, indispensable partner of Ontario business. The OCC's mission is to support economic growth in the province by defending business priorities at Queen's Park on behalf of its network's diverse 60,000 members and 157 chambers of commerce and boards of trade.

The Ontario Chamber of Commerce is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us so that your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.