

ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Position: Program Manager, Conference Producer (full time, permanent)

Location: 180 Dundas Street West, Suite 2105, Toronto, ON

Reports to: Vice President, SME Programs

About us: The Ontario Chamber of Commerce (OCC) is a not-for-profit business advocacy organization representing approximately 60,000 businesses of all sizes, in all economic sectors and from every area of the province.

About the role: The Program Manager, Conference/Events is an experienced, highly motivated and innovative professional who leads the agenda development and delivery of the Ontario Economic Summit (OES) and other select projects of the organization.

Education/Experience:

- ◆ Minimum of 3-5 years of proven experience with significant results achieved in a similar role
- ◆ Post-Secondary degree, preferably in business, events/marketing or related field
- ◆ A Project Management Professional designation (PMP) or equivalent is an asset
- ◆ Clear understanding of Ontario's business community, economic conditions and its public policy priorities

Duties and Responsibilities:

Ontario Economic Summit

The Program Manager works collaboratively with the Senior Manager, Event Services to design and deliver a highly relevant OES program. The Program Manager will analyze and develop an OES program framework and related content that is aligned with the OCC's policy and advocacy objectives and the interests of key OCC stakeholders while working collaboratively across the organization. Specific project responsibilities include:

- ◆ Develop the project charters and obtain approval from Executive Team and CEO.
- ◆ Review OES initiatives and provide recommendations to Executive Team for modifications that increase program relevancy, sustainability and broadens participation base.
- ◆ Engage with industry stakeholders including senior government officials, program partners and subject-matter experts to ensure for a best-in-class agenda framework, speakers and content for the annual OES.
- ◆ Develop and foster proactive relationships with government representatives, industry groups, community and institutional partners to achieve broad engagement and positive outcomes
- ◆ Design and develop speaker panels, roundtables and breakout sessions that contribute to tangible outputs and commitments.
- ◆ Contribute to the renewal and maintenance of an OES/OBAA invitation database within the OCC's CRM system and with input from colleagues, OCC Board, program partners and others.

- ◆ Preparation of speaker/panel briefing materials, program scripts, formal presentations and reports. Coordinate briefings for all program moderators and speakers.
- ◆ Working with the corporate engagement team, assess potential sponsors by ensuring that prospect sponsors will align with the overall objectives and parameters established by the Executive Team and through the project charter.
- ◆ Working with the communications team, ensure that the OES is broadly promoted to senior-level business leaders and public policy thought leaders in Ontario.
- ◆ Manage project budget, reporting requirements.

Qualifications:

- ◆ 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
- ◆ Thrives at managing multiple projects in a fast-paced, time-constrained team environment
- ◆ Demonstrated ability to organize, manage and deliver complex events
- ◆ Some travel required

Diversity is powerful.

Be you. As an inclusive employer, The Ontario Chamber of Commerce is committed to diversity in all forms – including race, gender, age, identity, experience and disability. Join our team. Information received relating to accommodations will be kept confidential.

Apply today.

Send your resume and cover letter to resumes@occ.ca.