



## **Special Event Coordinator (8 month contract)**

Position Type: Full time

Job Region: Toronto

Deadline for Applications: March 17, 2010

Imagine Canada is a national registered charity with offices in Toronto, Calgary and Ottawa. Our mission is to support and strengthen charities and nonprofits so they can, in turn, support Canadians and their communities. One of our key programs is the Insurance & Liability Resource Centre for Nonprofits. Launched in 2007 with funding from the Government of Ontario, the Centre helps charities and nonprofits manage risk so that they can protect their people and fulfill their missions.

We are currently seeking a Special Event Coordinator to join the Insurance & Liability Resource Centre team. Reporting to the Director of the Centre, the Special Event Coordinator will plan, coordinate, and manage a one-day conference. The conference will be held in Toronto in the fall of 2010.

### **Responsibilities:**

- identify and execute all tasks required to deliver a successful conference including, but not limited to, monitoring the budget; liaising with vendors; coordinating speakers; developing conference materials; advertising and promotion; registration; and evaluation.
- work with the Conference Advisory Committee, the Centre's Director, and other Imagine Canada staff to develop the conference agenda;
- work with Centre's Director and other Imagine Canada staff to develop and implement an outreach strategy to increase awareness of, and attendance at, the conference;
- serve as the primary point of contact, both within and outside of Imagine Canada, for all communication about the conference; and
- spend the final month of the contract (after the event is completed) completing an evaluation report and other wrap-up duties as required.

### **Qualifications:**

- previous experience planning and managing conferences (please provide details);
- post-secondary degree or diploma in a related field (event management certificate preferred) or equivalent combination of education and experience;
- demonstrated ability to work independently and effectively manage multiple high-priority tasks;
- excellent written and verbal communication skills;
- strong attention to detail;
- professional demeanour; and
- French language skills would be considered an asset

Please send your résumé and a cover letter to [resumes@imaginecanada.ca](mailto:resumes@imaginecanada.ca) using the subject line "Special Event Coordinator." No faxes or phone calls, please. We thank all interested applicants; however only those candidates being considered for an interview will be contacted.