Events Lead

**Position Type:** Full-Time  
**Date of Posting:** September 29, 2022

**Job Location:** Remote  
**Application Deadline:** October 13, 2022

**Salary Range:** $55,000 to $65,000 pro-rated

Do you want to work in an exciting and person-centered culture? Parks and Recreation Ontario (PRO) is living a time of innovative change and is looking for the right person to innovate in the management of our events portfolio. Are you someone who is passionate about high quality and engaging events from conceptualization to implementation? Do you love getting into the details and project management of events to ensure that everyone has an exceptional experience? Does planning a Mega Conference excite you?

**The Role**

As our Events Lead, you’ll be instrumental in making sure our members have the best time at our conference, socials, virtual sessions, and other events. You will coordinate all of the logistics around our events and training, including host coordination, customizations, and virtual event setup using your superior project management skills. These events are the highlight for our members that create a lasting impression of our goals, vision and support for the recreation sector.

**What Will You Do?**

**Ideation, Collaboration & Creation**

- Achieve the revenue and other set goals for scheduled events
- Collaborate with staff to: establish goals and objectives for PRO training and event products; develop and recommend event operating procedures; establish and manage event planning timelines; create tasks associated with each event
- Work with communication staff to undertake pre and post-event communications
- Identify and implement opportunities for increasing event operations efficiency, including automation, simplification, and process standardization
- Recommend program content and work with staff/volunteers to ensure a balanced program designed to meet the training goals
- Seek out innovative and creative ideas through research, networking, and continuing education/professional development
- Work with agency staff to develop and implement a marketing and communication strategy for each training event
- Lend a hand in special projects and other areas as they pop up
Planning & Logistics

- Coordinate event logistics for in person and virtual events (e.g. booking hosts, adding Zoom links, assigning assistants, uploading attendee lists, logistics, speaker coordination managing customizations, etc.)
- Be the first line of defense to problem solve any real-time event issues
- Review, interpret, and maintain documents for client relationships, including contracts and statements of work
- Where applicable, work in concert with staff responsible for trade show and sponsorship coordination to ensure seamless events
- Simultaneously coordinate and execute multiple training events of varying sizes at any one time
- Oversee speaker/presenter participation prior to and during the training event
- Conduct an evaluation of each event engaging attendees, stakeholders, staff and volunteers as appropriate, and make recommendations for enhancement for future training events
- Ensure the effective registration for activities, which may include processing of payments, and dealing with issues and refunds
- Oversee the development and implementation of events through the events module of the PRO data base and website platform

Engaging with Members

- Foster community amongst our committee and partners
- Coordinate our committees including meetings and implementation
- Take a customer service approach to managing inquiries, requests, and other details at events

Ideal Profile

This role is a great fit for you if you love nerding out on the details and the opportunity to consistently improve processes. You are also:

- Proactive and self-sufficient in the ambiguity of a small team environment
- A growth mindset individual who is constantly learning and always curious
- Passionate about organizational culture and connecting with people
- Adaptable: whether it be to changing environments or shifting priorities
- Tech-savvy, especially with learning new systems and platforms

What's on Offer?

- Attractive Salary, Vacation & Benefits
• Flexible working options with a hybrid work model that empowers a lot of flexibility and work from home for its team, but also values time spent together to build and foster a connected culture.
• Opportunity to make a positive impact

Qualifications and Skills
• College Diploma or University Degree
• 3 to 5 years’ experience in major event coordination
• Strong coordination, time management and prioritization skills
• Proven project management skills
• Superior attention to detail
• Excellent verbal and written communication skills
• Solid understanding budget development and managing revenue targets
• Experience working with volunteers in a project-based environment
• Strong analytical skills with the ability to independently problem solve
• Strong technological aptitude, including Microsoft Suite, social media, project management tools
• Highly motivated, energetic individual who works well under pressure

Please email resume and cover letter by Thursday, October 13, 2022 to resumes@prontario.org

Only candidates selected for an interview will be contacted.

PRO is an equal opportunity employer.

PRO values the diversity of people and communities and is committed to excellence and inclusion.

We are committed to an environment that is barrier free. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.