



## Adoption Council of Ontario

### Job Title: Event Coordinator PT Contract

**Position: upto 3 days/week (22.5hrs)** contract January 2023 – March 31, 2023.

This position will work with the Pathways department and will report to the Pathways Manager

### *Roles and Responsibilities*

***The objective will be to plan/organize help implement a Pathways Retreat in late March 2023.***

- Determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services
- Coordinate advertising and promotion with communications department.
- Arrange for production or purchase of promotional products
- Assist in site selection and attend to related details
- Co-ordinate and monitor conference and meeting activities and attend to related details
- Co-ordinate media services
- Co-ordinate set-ups, staging, seating, parking, communication systems and other details for special events
- Confirm and co-ordinate speakers
- Implement registration systems
- Implement social programs, food and beverage, transportation, and other services
- Set up and monitor, or arrange for the setting up and monitoring of multi-media equipment
- Plan and arrange for accommodation and transportation services
- Plan and arrange for events and exhibits
- Plan schedules, goals and objectives
- Develop registration systems and information materials
- Research and design special events programs
- Plan for translation and interpretation services
- Plan for social events and guest programs
- Manage Event Logistics
- Complete special projects and other duties as required

### **Competencies:**

- Has proven interpersonal skills - speaks, listens and writes in a clear, friendly and audience-appropriate way
- Has excellent attention to detail
- Has a positive can-do attitude and takes initiative
- Anticipates, understands, and responds to the needs of internal and external customers to meet or exceed their expectations and receives positive feedback from internal and external customers
- Takes personal responsibility to follow up with customers or staff to ensure their requests have been addressed



- Assessed problem situations to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves the problem
- Highly organized; can prioritize; can meet deadlines
- Establishes and maintains positive working relationships with others both internally and externally to achieve the goals of the organization
- Team Player. Enjoys working collaboratively on a team. Collegial, open, flexible and cooperative. Willing to work together as a team to meet ACO goals and objectives.
- Customer-focus. Anticipates, understands, and responds to the needs of internal and external customers to meet or exceed their expectations and receives positive feedback from internal and external customers.
- Flexibility/adaptability. Flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency. Adjusts quickly to changing priorities and conditions. Copes effectively with complexity and change.
- Proactivity/Enthusiasm/Persistence. Passionate and excited over work. Can-do attitude. Takes initiative. Tenacious and goes the distance to get something done.

**Qualifications:**

- Post-Secondary education charitable/event planning fields (an asset)
- 1-3 years of related work experience
- Highly organized systematic thinker
- Strong computer skills (including MS Office, Adobe Suite, Web conferencing, CMS, HTML)
- Familiar with administrative procedures is an asset
- Bilingual in French is an asset

**Working conditions:**

- Primarily office work
- 22.50 hour work week, flexible
- Minimal travel
- Rate \$22/hour.

**Terms of contract:** upto 3 days/week, contract till March 31<sup>st</sup> 2023. This will be a service contract, selected candidate will submit bi-weekly invoices and will be responsible for remitting taxes.

“The Adoption Council of Ontario welcomes applicants with lived experience of child welfare and seeks to amplify their voices in all the work that we do. This includes all members of the galaxy of adoption including original families, children and youth who experienced child welfare and families built through permanency including both kinship and customary care. We encourage those with lived experience to apply.”

**\*\*This will be a remote work from home position with occasional travel for in person meetings and events\*\***