

## **Job Description- Project Coordinator** **(6 month term contract – February 1 to July 31<sup>st</sup> 2019)**

### **OPPORTUNITY**

Experiences Canada is looking for a Project Coordinator for its Youth Leadership Forum on Diversity and Inclusion to be held in the GTA between June 29-July 6 2019. Reporting to the President and CEO you will be responsible for coordinating the planning and production of the weeklong youth forum, managing logistics, and leading a project staff team of three in Ottawa, and a youth leadership team of 10 post-secondary youth selected from across the country to support the project.

### **Roles and Responsibilities**

You are an experienced, take charge professional with ability to manage event administration and logistics to help deliver a high quality fun and informative event for young teenagers. Must be able to anticipate project needs, discern work priorities, pay attention to detail and meet deadlines with little supervision, and be willing to work evenings and weekends during peak project period. You have a passion for running events and are an outgoing, enthusiastic individual, with a natural ability to build relationships with youth, staff, volunteers, and project partners.

### **Event Planning and Administration:**

- Develop and maintain a project timeline, budget and workplan and provide periodic progress reports to the Experiences Canada management team
- Prepare and modify event contracts as required
- Support the President and CEO in negotiating sponsorships and program partnerships, and stewarding these relationships
- Lead the recruitment, selection, and weekend training session for youth leaders from across Canada who will mentor and support the participants throughout the project

### **Event Production:**

- Participate in site checks and meetings with event partners to plan activities and itineraries
- Serve as liaison with travel agency, special guests, suppliers and vendors, on event-related matters.
- Coordinate lodging, transportation, food and beverage, special needs requirements
- Order supplies and audiovisual equipment, order event signs, and ensure appropriate décor and staging for final youth presentation
- Create and revise participant and staff itineraries, event scenarios, room layouts and other documents for Forum events and activities.

### **Communications and Marketing:**

- Work with communications team to develop and implement a plan for recruiting youth participation in the project
- Work with the communications team to establish key messages for the design and distribution of promotional materials for distribution to youth, parents, and educational and youth serving organizations via traditional and new media channels





- Oversee production of all event collateral materials,
- Oversee the creation of a social media strategy to engage youth in all aspects of the project
- In consultation with the President and CEO, oversee the planning and implementation of any public events and announcements with high profile stakeholders during the project
- Liaise with special guests and presenters, providing briefing notes and suggested remarks as required
- Responsible for writing and distributing regular internal project updates, workflows etc. to regional partners and volunteers
- Handle all project inquiries and correspondence

### Evaluation and Reporting:

- Ensure that the project deliverables are on time, within budget and at the required level of quality. Provide updates to management and stakeholders as required.
- Evaluate the outcomes of the project as established during the planning phase, prepare draft final project reports for senior management and external stakeholders.

### Qualifications

- 2-3 years of experience working in event management or hospitality-related position
- Strong interpersonal and problem-solving skills, diplomacy and tact
- Excellent communication skills, including writing, proof-reading skills, and public speaking.
- Highly organized, detail-oriented, with an ability to accomplish projects with little supervision.
- Initiative, resourcefulness and outgoing character with the ability to anticipate potential challenges and find creative solutions
- Proficient using the latest versions of Microsoft suite of programs
- Flexibility to work non-traditional hours during peak periods of the project
- Non-profit or volunteer management experience, or experience with a youth-serving organization an asset
- **Bilingualism preferred.** Strong oral and written communication skills in both French and English a definite asset.
- The successful applicant will need to provide a clear criminal record and vulnerable sector check prior to commencing work.

### Location

- Ottawa residency preferred although candidates located in the GTA will be considered.

### Salary

Contract \$20,000-\$25,000

To apply send your cover letter and resume to [hr@experiencescanada.ca](mailto:hr@experiencescanada.ca) by Friday, January 18<sup>th</sup>, 2019

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