



## **JOB DESCRIPTION: EVENT PLANNER AND COORDINATOR**

### **Organization**

Innovation, Science and Economic and Development Canada (ISED) is the Federal Government department that leads Canada's Innovation and Skills Agenda. ISED's International Telecommunications and Internet Policy Directorate is looking for an experienced, detail-oriented and enthusiastic Event Planner/Coordinator to assist with the logistical coordination and implementation of the second Global Internet and Jurisdiction (I&J) Conference being held in Ottawa, from February 26-28, 2017 with financial and institutional support from the Government of Canada.

**Location:** 235 Queen Street, Ottawa, ON

**Position Title:** Event Planner and Coordinator (Contract Position)

### **Job Summary**

ISED is looking for an experienced Event Planner and Coordinator with strong organizational and communication skills to assist with all of the logistical aspects related to the second Global Internet and Jurisdiction (I&J) Conference being held in Ottawa from February 26-28, 2017 at the Shaw Centre. The I&J Conference is expecting around 300 participants from around the world. The ideal candidate will have excellent inter-personal skills to effectively and professionally interact in a fast-paced environment with our partners, the audio visual provider and representatives of the Shaw Centre to ensure the successful planning and execution of the conference.

**Contract Date:** December 1, 2017 – March 1, 2018

**Work Hours:** This is a full-time position from 9:00am-5:00pm, with some overtime required closer to the event.

### **Responsibilities**

- Work closely with the Shaw Centre, the audio visual provider, key partners and the Internet & Jurisdiction event organizers on all the logistical aspects of the conference and implementation/execution the days of the event
- Liaise with private stakeholders and Government Departments on the logistics of the conference and the audio visual contracts
- Coordinate and manage event details in collaboration with partners including decor, catering, floor plans, registration desk, equipment, printing promotional material, etc.
- Assist with recruitment of volunteers and their management on the day of the conference
- Proactively handle any arising issues and find solutions to challenges that arise

## **Qualifications and Skills**

- 1-2 years' experience as an Event Planner and/Coordinator
- Excellent written and verbal communication skills
- Impressive portfolio of previously managed events (conferences, corporate events, etc.)
- Excellent time management and communication skills
- Strong ability to build productive relationships
- Ability to manage multiple projects independently
- MS Office proficiency
- Highly collaborative work ethic
- Excellent project development, time management, and organizational skills
- Flexibility, energy and a positive attitude
- Capacity to be calm in the face of high demands

Interested candidates should send a CV to:

Charles Noire at [charles.noir@canada.ca](mailto:charles.noir@canada.ca) and Luisa Paez at [luisa.paez@canada.ca](mailto:luisa.paez@canada.ca)