

## Job Description

Position	Coordinator, Conference & Events
Reports to	Manager, Conference & Events
Deadline Date	Friday, July 25, 2025

The *Coordinator, Conference & Events* is responsible for coordinating registration processes, speaker communication, proposal and abstract submissions and social events for the Society's annual conference and other events as required.

### RESPONSIBILITIES

#### Speaker and program coordination

- Coordinates speakers for both the annual conference and other events, including invitations, finding alternatives, collecting required documentation, and handling expense claims
- Maintains databases for speakers, proposal and abstract submitters and reviewers in Stova and Preseria
- Act as primary contact for speakers, proposal and abstract submitters and reviewers
- Participates in program development and post-conference debriefs

#### Delegate and registration management

- Acts as the main point of contact for delegates and general inquiries related to the annual conference and other events
- Coordinates onsite registration and temporary registration staff, including training on the online system
- Updates event statistics, including hotel pick-up, registration attendance, and speaker ratings
- Monitors the events email account and responds in a timely manner

#### Logistics and event operations

- Coordinates the conference online hotel reservation site(s) and monitors bookings
- Coordinates staff accommodation for the annual conference
- Organizes supplies and shipment for annual conference
- Assists with tracking event-related expenses (e.g. speakers, social events, suppliers) through AirTable
- Prepares all conference documentation, including evaluations, certificates, postcards, presentations, agendas, speaker packages
- Works with various CPS departments on their participation in the annual conference (media, programming, sponsorship, etc.) as required, and ensuring compliance with deadlines
- Organizes and monitors the Corporate Social Responsibility activities

- Obtains chairs for sessions and prepares information packages (instructions, speaker bios, etc.)
- Organizes social events and entertainment (e.g., choir), including contract negotiation
- Attends annual conference and pre-con meeting
- Handles general inquiries for the annual conference and other events
- Position requires approximately 7 days of travel for the annual conference

#### Committee support

- Coordinates logistics and prepares documentation for May and October planning committee meetings
- Attends committee meetings and takes minutes

#### EDUCATION, PROFESSIONAL DESIGNATION(S) & EXPERIENCE

- Post-secondary training, or related experience
- 3-5 years of experience in the meeting industry, preferably in the not-for-profit sector.

#### ESSENTIAL SKILLS

- Proficiency in Microsoft Office tools (Word, Outlook, PowerPoint, Excel)
- Attention to detail and organizational skills are required
- Strong interpersonal skills for teamwork, coupled with the ability to work independently with minimal supervision
- Setting and managing priorities and timelines
- Professionalism in all communication with members, staff and vendors
- Demonstrated ability to multi-task and work with minimal direction, exercising a high level of discretion, judgement, and problem solving
- Strong computer skills including proficiency in online survey programs (e.g., SurveyMonkey) and online databases (e.g., AirTable)
- Experience in the use of event management systems
- Strong communications skills (written and spoken) in English; French is an asset