



Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale

JOB POSTING

TITLE: Coordinator, Events and Membership

SUPERVISOR: Director, Knowledge Mobilization

LOCATION: Ottawa

LEVEL: Level 3 (full-time unionized position)

POSITION SUMMARY

Reporting to the Director, Knowledge Mobilization and working closely with other members of the conference team, the Coordinator will support the Canadian Bureau for International Education's (CBIE) annual conference and regional meetings by managing registrations through the online platform and on-site, coordinating volunteers, supporting exhibits and sponsors and liaising with venues. In addition, the Coordinator will support the Director, Membership, Research and Learning in maintaining the membership database including processing applications and renewals.

RESPONSIBILITIES

- Co-ordinates logistical and operational requirements for conference including conference venue, hotel accommodations, food and beverage, audio-visual equipment, translation/interpretation services and entertainment.
- Prepares and maintains content for the conference section of the CBIE website and liaises with external website support, where necessary.
- Liaises with designers to develop on-site signage promoting program sponsors and exhibitors.
- Programs content for the conference app and ensures timely launch to delegates.
- Provides conference on-site support for speakers, concurrent sessions, AV and any other logistical items as they arise.
- Drafts post-conference letters to presenters, committee members, sponsors and exhibitors
- Summarizes conference and workshop evaluations and lessons learned to assist in preparing a post-conference report as input into future conference and workshop planning.
- Reviews invoices for accuracy and submits to finance for payment, prepares sponsor and exhibitor invoices, and follows up on outstanding receivables.
- Is responsible for CBIE's conference, workshop and regional meeting registrations using the event-planning platform Cvent; assists registrants, monitors registrations and provides reports, as requested.
- Works with external designers and suppliers to develop merchandise for delegates and assists in the development and coordination of signage for use on-site
- Assists with onsite volunteers, including developing recruitment campaign, liaising with local advisory committee, developing a sign-up platform, on-site schedule and volunteer kits.
- Researches various suppliers to find best prices for conference merchandise and services

- Provides support to exhibitors and sponsors to ensure all parties fulfill requirements.
- Updates CBIE membership database and, as required, liaises with members to confirm membership or changes in membership status
- Answers membership inquiries and processes membership applications and renewals; ensures membership dues are paid in a timely fashion and are correct, addresses any discrepancies
- Performs other duties as required.

QUALIFICATIONS

- College diploma in event planning, project management or related discipline, or university degree in related field. CMP designation a definite asset
- A minimum of three (3) years relevant work experience including direct experience in conference and event planning. Experience planning large scale events is an asset
- Strong computer skills including Microsoft Excel, Word and PowerPoint
- Experience in WordPress, including content publishing
- Experience publishing content in a conference app
- Experience uploading content to social media channels is an asset
- Experience working with suppliers to develop promotional materials is an asset
- Ability to communicate effectively in English and French (verbal and written) is preferred
- Excellent planning and administrative skills
- Highly detail-oriented with the ability to take initiative and multi-task
- Strong organizational and interpersonal skills with the ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment
- Good judgement, tact and diplomacy in dealing with the public, members, staff and clients from different cultures
- Willingness to travel

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at www.cbie-bcei.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 19-10 to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

December 2019