



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

## JOB POSTING

**TITLE:** Events Planner

**SUPERVISOR:** Director, Membership, Research and Learning

**LOCATION:** Ottawa

**LEVEL:** Group 4 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director, Membership, Research and Learning, the Event Planner is part of a team responsible for planning and delivering CBIE events, with a strong focus on executing the annual conference. Building excellent cross-functional relationships within the organization and with external suppliers, partners, and sponsors, they play a key role in identifying and implementing opportunities to deliver an exceptional conference experience, enhancing its reputation as 'the' international education conference in Canada, driving registrations and revenue. The Event Planner also supports the organization with other in-person and virtual events.

### **RESPONSIBILITIES**

- Responsible for the planning and delivery of CBIE's annual conference and other events.
- Develops and monitors annual conference critical path; develops the program; identifies event requirements, including keynote speakers, catering, audiovisual, translation/interpretation services, meeting, and exhibit space.
- Works with hotel personnel to arrange accommodations and to ensure that onsite arrangements and function sheets are accurate; remains onsite to oversee setup and troubleshoots issues.
- Reviews event supplier proposals and agreements and presents recommendations.
- Develops sponsorship and exhibitor packages and markets them to potential sponsors and exhibitors.
- Oversees process for Calls for Proposals, including convening the advisory committee, compiling committee feedback, and providing feedback to submission authors.
- Oversees online and onsite conference and regional meeting registration.
- Leads the design of and provides content for the conference section of the CBIE website.
- Oversees sourcing and training of volunteers.
- Develops and implements events communications plans in collaboration with the communications team.
- Provides input to the annual conference budget and monitors expenses against budget.
- Represents CBIE at events as required.
- Performs other duties as required.

## **QUALIFICATIONS**

- College diploma in event planning, project management or related discipline, or university degree in a related field. CMP designation is a definite asset.
- A minimum of four (4) years' relevant work experience in conference or event planning.
- Proven experience managing vendor relationships, negotiating contracts, and ensuring all vendors deliver their services as agreed.
- Experience leading event logistics, including programming, AV, food and beverage and accommodations, is an asset.
- Excellent verbal and written communication skills in English and French.
- Excellent interpersonal skills, proactive attitude, and client-service orientation.
- Ability to work as part of a cross-cutting team and with event volunteer committees.
- Proven organizational and time management skills to determine work priorities and manage multiple projects in a fast-paced environment.
- Strong computer skills, including experience with event software and leading event app development.
- Experience with publishing content to websites and social media.
- Self-starter, with proven sense of initiative and ability to deliver on time.
- Knowledge of the education sector in Canada is an asset.

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](http://www.cbie-bcei.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 23-12 to [jobs@cbie.ca](mailto: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.*

**May 2023**