

TITLE:

EVENTS ASSISTANT

FULL-TIME (40 HOURS/WEEK)



Date Posted: July, 2021

LOCATION

Ottawa, Ontario

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REPORTS TO

Stakeholder Officer, Cardus

PURPOSE

Cardus is seeking an Events Assistant with excellent communication skills and an eye for little details. From brainstorming ideas months in advance to orchestrating all the moving pieces of an excellent event, the Events Assistant will relentlessly pursue success every step of the way.

The Events Assistant is a full-time permanent position, based in Cardus's Ottawa, Ontario office. Salary is commensurate with experience and qualifications. We are targeting a start date of August 2021.

WORK HOURS AND ENVIRONMENT

The Cardus Events Assistant requires full-time attendance in the office during working hours, Monday to Friday. As needed, the Events Assistant will be required to attend Cardus events outside work hours. Some travel will be required.

- Cardus will provide desk space, a laptop computer, and desk phone
- This position requires the ability to sit at a desk for longer periods of time, dexterity in typing and the ability to lift 10 lbs. (i.e. boxes, dishware, chairs)

PRIMARY DUTIES AND RESPONSIBILITIES:

Event Assistance (90%)

- At the direction of the Stakeholder Officer, the Events Assistant will contribute to event program design, planning, and promotion (using email and other marketing tools)
- The Events Assistant will:
 - Serve as a public face at every Cardus event in Ottawa, as well as remote events (both virtual and in-person)
 - Coordinate audio and video capture, arrange photography, coordinate IT needs
 - Arrange travel for event speakers
 - Execute phone campaigns for events
 - Track and follow event budgets
 - Other duties as required
- The successful candidate will demonstrate experience in: venue selection, menu planning, table arrangements, technical details, and contract management and negotiation
- The successful candidate will also demonstrate exceptional customer service, which they will put to use as the primary point of contact for event participants, speakers, and vendors. They should expect to “run point” on behalf of the whole Cardus operations team, serving as on-site contact for 10 to 25 events per year. This role will occasionally involve “stage time” as a public persona.

Venue & Office Administration (10% of role)

- Oversee the Cardus Ottawa office facility upkeep: liaise with office building manager and contractors, keep track of key cards, ensure the smooth running of the Ottawa office—including its newly renovated distinct event space
- Provide reception duties and in-house hospitality – operating the reception phone line, receiving items and mail delivered to 45 Rideau St., overseeing the 8th floor lobby
- Serve as the first point of hospitality for all day-to-day guests to the Ottawa office
- Order office and custodial supplies for the Ottawa office

Core Qualifications

- The candidate will be able to demonstrate deep commitment to the mission and vision of Cardus. We are looking for detail in your cover letter, or your application will not be considered.
- Two years’ work experience in a related role or roles
- Driver’s license (G)
- Proficient in written communication, oral communication, and the core Microsoft Suite.

SKILLS, ABILITIES AND CHARACTER

- Friendly
- Relationship builder – especially with vendors and stakeholders
- Critical thinking and problem solving
- Excellent organizational skills, with a love for connecting with people and making them feel welcome
- Ability to prioritize effectively, manage time and multiple tasks
- Communicate effectively: able to speak, listen and write in clear, concise terms

WHO WE ARE

Cardus is a public-policy think tank aimed at renewing North America's social architecture.

Drawing on 2,000 years of Christian social thought, we bring credible public research to bear on concrete needs.

HOW TO APPLY

Please prepare a cover letter that specifically describes the extent to which you meet each of the qualifications that we are seeking. Combine your cover letter and resume/CV into one file and upload it [here](#). Or you can apply directly by emailing to rfeddema@cardus.ca. We will review applications as they are received, and the position will be posted until filled. We look forward to hearing from you.

APPLY NOW