

TITLE:
**EVENTS
COORDINATOR**

FULL TIME (PART TIME OPPORTUNITY ALSO AVAILABLE)



LOCATION: Ottawa, Ontario

Date Posted: NOV, 2022

REPORTS TO: Director of Events, Cardus

APPLY NOW

GENERAL JOB DESCRIPTION

Cardus is a non-partisan think tank dedicated to clarifying and strengthening, through research and dialogue, the ways in which society's institutions can work together for the common good. We draw on 2,000 years of Christian social thought and are primarily active in six areas: Education, Faith Communities, Family, Health, Social Cities, and Work and Economics. Please visit cardus.ca/who-we-are to learn more.

From brainstorming ideas months in advance to orchestrating all the moving pieces of an excellent event, the Events Coordinator relentlessly pursues success every step of the way.

RESPONSIBILITIES

Position Emphasis: Event Coordination (90%)

- At the direction of the Director of Events, the Events Coordinator will contribute to event program design, planning, and promotion (using email and other marketing tools).
- The Events Coordinator will:
 - a. Serve as a public face at every Cardus event in Ottawa, as well as some remote events (both virtual and in-person)
 - b. Coordinate audio and video capture, arrange photography, coordinate IT needs
 - c. Arrange travel for event speakers
 - d. Execute phone campaigns for events
 - e. Track and adhere to event budgets
 - f. Plan communications to registrants and guests
 - g. Ensure proper event follow up (including but not limited to event tear down, debriefing with the team, thanking speakers, communications to attendees, registration tracking)
 - h. Other duties as required

RESPONSIBILITIES (continued)

- The event coordinator needs to demonstrate strong communication skills and ensure that the Cardus team is kept informed and up to date on event big picture goals and details that impact their work.
- 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 also demonstrate a strong passion for hospitality and creating a welcoming environment for guests.
- They should expect to “run point” on behalf of the whole Cardus operations team, serving as on-site contact for 25 to 50 events per year. The event coordinator should be a strong problem solver and able to respond to issues as they arise.
- This role will occasionally involve “stage time” as a public persona.

Position Emphasis: Venue & Office Administration

- 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.
- Order office and custodial supplies for the Ottawa office.
- Contribute to in-house hospitality for guests in Cardus’s Ottawa office

QUALIFICATIONS

- Previous experience planning and executing events required
- Strong attention to detail and ability to multitask
- Administration skills
- Calm under pressure
- Intuitive comfort with technical event production (sound, light, video) a strong asset

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](#). 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