



PROSPECTORS &  
DEVELOPERS  
ASSOCIATION  
OF CANADA

## **Prospectors and Developers Association of Canada (PDAC) Coordinator, Convention Presentations**

Full time permanent position

### ***About PDAC:***

The Prospectors & Developers Association of Canada (PDAC) is the leading voice of the mineral exploration and development community, an industry that supports 719,000 people in direct and indirect employment, and contributes \$106 billion to Canada's GDP every year. Representing over 5,500 members around the world, PDAC's work centers on supporting a competitive, responsible, and sustainable mineral sector. The annual PDAC Convention is the world's premier international event for the minerals and mining industry. Pre-pandemic it attracted more than 22,000 people from 135 countries in live format and in 2021 close to 8,000 online.

### ***The Opportunity:***

PDAC is looking for an enthusiastic, collaborative, organized and detail-oriented event professional with experience coordinating speakers. Reporting to the Manager, Convention programming, the successful candidate will be responsible for the coordination of presenters engaged in the Technical Program, Exploration Insights, Letter Writer Presentations for Investors, and the Corporate Presentation Forum for Investors series. The incumbent will also be responsible for the administrative requirements of the Convention Planning Committee.

### **Duties and responsibilities**

- Technical Program presentations – create spreadsheets for Committee review; work with Session Chairs to invite speakers; prepare presenters list for publication on website, in print, on signage, etc.; prepare speaker/Chair instructions and answer questions; coordinate speakers onsite
- Exploration Insights, Letter Writer and Corporate Presentation Forum for Investors presentations – build online application form; collaborate with Selection Committee Members; create spreadsheets for Committee review; advise companies of the status of their application; prepare presenters list for publication on website, in print, on signage, etc.; prepare speaker/Chair instructions and answer questions; coordinate speakers onsite
- Convention Planning Committee coordination (a committee comprised of volunteers) – schedule meetings in MS Outlook calendar; order food & beverage for in-person meetings; take meeting minutes; create and distribute meeting packages.
- Lead retrieval coordination

### **Qualifications and experience**

- College diploma in marketing/public relations/business administration or related discipline; event-related professional development courses
- 2-3 years of direct event experience (please note this is a junior/intermediate position), experience coordinating speakers is preferred



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- Previous experience working with non-profit organizations or mineral exploration/mining industry
- Exceptional administrative and organizational skills
- Excellent oral and written communication skills, including writing and proof reading and the ability to communicate with tact and diplomacy
- Ability to learn quickly, focus on the details and follow explicit direction. Accuracy and attention to detail is critical
- Demonstrated ability to work independently and as a team player
- Ability to multi-task in a fast-paced, time-sensitive environment
- Ability to discern work priorities, create and follow critical paths and meet deadlines
- Superior on-site logistics coordination;
- Flexibility and willingness to work on occasional evenings and weekends where required and agreed
- Proficient use of Microsoft Word, Excel, and Outlook
- Experience with website content management systems is a plus

The successful candidate will be working in a hybrid work model, with the requirement to attend the PDAC office at least once per week as well as work on-site during in person convention. The PDAC office is located at 170 University Avenue, Suite 800, Toronto, Ontario.

**Applicants are requested to submit a cover letter and resume to [hiring@pdac.ca](mailto: hiring@pdac.ca)**

**We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.**

*The PDAC is an equal opportunity employer, and we value diversity. The PDAC, will provide, on request, accommodations for disabilities to support your participation in all aspects of the recruitment process.*

